



**CITY OF BARABOO COMMON COUNCIL AGENDA**  
**Council Chambers, 101 South Blvd., Baraboo, Wisconsin**  
**Tuesday, February 12, 2019, 7:00 P.M.**

Regular meeting of the Common Council, Mayor Palm presiding.

*Notices sent to Council members:* Wedekind, Kolb, Plautz, Sloan, Petty, Ellington, Alt, Zolper, and Thurow

*Notices sent to City Staff and Media:* Atty. Truman, Adm. Geick, Clerk Zeman, Finance Director Haggard, City Engineer Pinion, Utility Super. Peterson, Street Super. Gilman, Police Chief Schauf, Parks & Recreation Dir. Hardy, City Treasurer Laux, Fire Chief Kevin Stieve, Library Director Jessica Bergin, CDA Director, the News Republic, WBDL, and 99.7FM, *Tori Spinoso*

*Notices sent to other interested parties:* Citizen Agenda Group, Media Agenda Group, UW-Platteville Chancellor Dennis Shields

1. **CALL TO ORDER**

2. **ROLL CALL AND PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF PREVIOUS MINUTES** (Voice Vote): January 22, 2019

4. **APPROVAL OF AGENDA** (Voice vote):

5. **COMPLIANCE WITH OPEN MEETING LAW NOTED**

6. **PRESENTATIONS**

- Chancellor Dennis Shields from the University of Wisconsin-Platteville
- Library Director, Jessica Bergin will present the library's new strategic plan and an update on the library expansion project.

7. **PUBLIC HEARINGS** The Mayor announces that this is the published date and time to hear public comment concerning:

- An Amendment to Chapter 17 Zoning Code of the City of Baraboo General Code of Ordinances to add §17.13A, Short-Term Rentals.
- An Amendment to Chapter 17 Zoning Code of the City of Baraboo General Code of Ordinances to add Pet Grooming as a permitted use in §17.27 B-1 Central Business District, §17.28 B-2 Neighborhood Business District, §17.29 B-3 Highway-Oriented Business District, and §17.32A I-4 Planned Industrial/Business District.

8. **PUBLIC INVITED TO SPEAK** (Any citizen has the right to speak on any item of business that is on the agenda for Council action if recognized by the presiding officer.)

9. **MAYOR'S BUSINESS**

- The Mayor would like to congratulate Tori Spinoso on her 5<sup>th</sup> anniversary with the Ochsner Zoo. Congratulations Tori!
- The Mayor will announce that the deadline has passed for submitting applications to fill Ald. Zolper's seat on Council and is now closed. The Mayor will make a recommendation at the February 26<sup>th</sup> Council meeting for the appointment of an Alderperson for District 8.

10. **CONSENT AGENDA** (roll call)

CA-1...Approve the accounts payable to be paid in the amount of \$ \_\_\_\_\_

11. **ORDINANCES ON 2<sup>nd</sup> READING**

SRO-1...Approve amending the City's Zoning Code- §§17.20 through 17.35 of the City of Baraboo Code of Ordinances to regulate Conditional Uses in each respective zoning district.

SRO-2...Approve the amended PUD (Planned Unit Development) for Oak Park Property of Baraboo, LLC, at 800 Waldo Street.

12. **NEW BUSINESS RESOLUTIONS**

NBR-1...Approve agreement for services with Mueller Communications, LLC, for a cost of approximately \$2,500.

NBR-2...Approve a Four-Way Stop warrant analysis by MSA Professional Services, Inc., for a lump sum fee of \$1,870.

NBR-3...Approve Proposal from MSA Professional Services, Inc., for asbestos inspection and sampling and lead paint sampling at 314 Depot Street at an estimated cost of \$1,125.

13. **NEW BUSINESS ORDINANCES**

NBO-1... An Ordinance amending §17.08 (89L) of the City of Baraboo Code of Ordinances and adding Section §17.13A to Zoning Code to regulate Short-Term Rentals.

NBO-2... An Ordinance amending Chapter 17 Zoning Code of the City of Baraboo General Code of Ordinances to add a definition for Pet Grooming and to add Pet Grooming as a permitted use in §17.27 B-1 Central Business District, §17.28 B-2 Neighborhood Business District, §17.29 B-3 Highway-Oriented Business District, and §17.32A I-4 Planned Industrial/Business District.

NBO-3...An Ordinance amending §9.10(3)(b) of the City of Baraboo General Code of Ordinance regarding the raising of chickens.

14. **ADMINISTRATOR AND COUNCIL COMMENTS**

15. **REPORTS, PETITIONS, AND CORRESPONDENCE** - The City acknowledges receipt and distribution of the following: **Reports from January, 2019**– Building Inspection

**Minutes from the Following Meetings –**

**Copies of these meeting minutes are included in your packet:**

Finance/Personnel	01-22-19	Administrative Comm.	02-04-19
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**Copies of these meeting minutes are on file in the Clerk's office:**

PFC	12-17-18, 01-07-19, 01-08-19	Library	01-15-19
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16. **CLOSED SESSION**– The Mayor will announce that the Council will go into Closed Session as per §19.85(1)(g), Wis. Stat., to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (claim filed pursuant to §893.80, Wis. Stat., alleging improper use of force will likely result in litigation).

17. **OPEN SESSION**– The Mayor announces that the Council will return to Open Session as per §19.85(2), Wis. Stat., to address any business that may be the result of discussions conducted in Closed Session.

18. **ADJOURNMENT** (Voice Vote)

**FEBRUARY 2019**

<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
	Administrative	CDA				
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
	Park & Rec.	Finance Council		BEDC		
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
	Presidents' Day SCDC PFC	Plan Library	BID	UW Campus		
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>1</b>	<b>2</b>
	Public Safety	Finance Council	Ambulance	Public Arts Emergency Mgt.		

**PLEASE TAKE NOTICE** - Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format should contact the City Clerk at 101 South Blvd., or phone (608) 355-2700 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

Agenda jointly prepared by D. Munz and B. Zeman  
Agenda posted on 02/08/2019

**Council Chambers, Municipal Building, Baraboo, Wisconsin  
Tuesday, January 22, 2019 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Sloan, Petty, Alt, Zolper, Thurow

Council Members Absent: Ellington

Others Present: Chief Schauf, Clerk Zeman, Adm. Geick, Atty. Truman, M. Hardy, T. Pinon, members of the Baraboo Cub Scout Pack 377, members of the press and others.

The Pledge of Allegiance was led by Baraboo Cub Scout Pack 377 chartered by St. Paul's Church.

Moved by Alt, seconded by Wedekind and carried to approve the minutes of January 8, 2019.

Moved by Wedekind, seconded by Sloan and carried to approve the agenda.

**Compliance with the Open Meeting Law was noted.**

**PUBLIC HEARING** – The Mayor announced that this is the published date and time to hear public comment concerning:

- An Amendment to the City's Zoning Code – Sections 17.20 through 17.35 of the City of Baraboo Code of Ordinances to regulate Conditional Uses in each respective zoning district.

No one spoke and the Mayor closed this public hearing.

- An Amended General Development Plan/Specific Implementation Plan of Oak Park Place for a Planned Unit Development for property located at 800 Waldo Street in order to add two Independent Living units to the existing senior living facility.

No one spoke and the Mayor closed this public hearing.

**PUBLIC INVITED TO SPEAK** – No one spoke.

**MAYOR'S BUSINESS**

- The Mayor congratulated Mike Pate on his 5<sup>th</sup> anniversary as mechanic with the City of Baraboo. Congratulations Mike!
- The Mayor announced the resignation of Alderperson Michael Zolper and the succession plan.

**CONSENT AGENDA**

**Resolution No. 18-116**

THAT the Accounts Payable, in the amount of \$980,693.28 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Moved by Kolb, seconded by Wedekind and carried that the Consent Agenda be approved-8 ayes.

**NEW BUSINESS**



**Resolutions:****Resolution No. 18-117**

THAT the proposal from MSA Professional Services to provide a Needs Assessment Study for the Campbell Park Swimming Pool in the amount of \$17,900 be accepted as proposed and that a contract for services be entered into for such services.

Moved by Alt, seconded by Sloan and carried that **Resolution No. 18-117** be approved-8 ayes.

**Ordinances:**

Moved by Wedekind, seconded by Kolb and carried unanimously to approve the 1<sup>st</sup> reading of **Ordinance No. 2509** amending §17.20 through §17.35 of the City of Baraboo Code of Ordinances to regulate Conditional Uses in each respective zoning district.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO  
ORDAIN AS FOLLOWS:

**17.20 R-1 SINGLE FAMILY**

**RESIDENTIAL DISTRICT.** (1652  
09/14/92, 2446 08/23/16)

- (1) **PURPOSE.** The R-1 Single Family Residential District is established to protect the integrity of the residential areas by prohibiting incursion of incompatible residential and nonresidential uses, maintain compact residential development around existing urban-residential areas, and locate only sewered, one-family residences. This district is for low-density residential use.

...

- (4) **CONDITIONAL USES.**
- (a) Churches.
  - (b) Community Living Arrangements.
  - (c) Home Occupations
  - (d) Nursery, elementary and secondary schools; whether public, private or parochial.
  - (e) Parks or playgrounds.
  - (f) Professional Home Offices
  - (g) Swimming pools with accessory structure.
  - (h) A non-profit charitable or civic organization clubhouse. (1910 07/08/97)
  - (i) Adult Day Care Center.

(1913 07/22/97)

- (j) Short-term rental dwelling.  
(2446 08/23/16)

**17.20AR-1A SINGLE FAMILY**

**RESIDENTIAL DISTRICT.** (2148  
04/13/04, 2446 08/23/16)

- (1) **PURPOSE.** The R-1A Single family Residential District is established to protect the integrity of the residential areas by prohibiting incursion of incompatible residential and nonresidential uses, to maintain compact residential development around the existing urban-residential areas, to locate this zone in areas without a severe soil limitation, and to locate only sewered residences of one (1) family. This district is for low-density residential use.

...

- (4) **CONDITIONAL USES.**
- (a) Churches.
  - (b) Community Living Arrangements.
  - (c) Home occupations.
  - (d) Nursery, elementary and secondary schools; whether public, private or parochial.

- (e) Parks or playgrounds.
- (f) Professional home offices.
- (g) Swimming pools with accessory structure.
- (h) A non-profit charitable or civic organization clubhouse.
- (i) Adult Day Care Center.
- (j) Two-Flat Dwellings and Two-Family Dwellings, except as provided in (2)(b), above). (2269 11/27/07)
- (k) Side-by-side single family attached dwellings. [See §17.37(9)] (2257 05/22/07)
- (l) Schools – public, private, or parochial; including, but not limited to, nursery, elementary, middle, and high schools; technical schools; colleges, and universities. (2305 05/26/2009, 2355 03/22/2011)
- (m) Swimming pools with accessory structure. (2355 03/22/2011)
- (n) A non-profit charitable or civic organization clubhouse. (2355 03/22/2011)
- (o) Adult Day Care Center. (2355 03/22/2011)
- (p) Two-flat dwellings and two-family dwellings. (2355 03/22/2011)
- (q) Side-by-side single family attached dwellings. [See §17.37(9)] (2355 03/22/2011)
- (r) Short-term rental dwelling. (2446 08/23/16)

#### **17.21 R-2 TWO FAMILY**

**RESIDENTIAL DISTRICT.** (1652 01/15/92, 2250 04/10/07, 2446 08/23/16)

- (1) **PURPOSE.** The R-2 One and Two Family Residential District is established to protect the integrity of the residential areas by prohibiting incursion of incompatible residential and nonresidential uses, to maintain

compact residential development around the existing urban-residential areas, to locate this zone in areas without a severe soil limitation, and to locate only sewerer residences of one (1) or two (2) families. This district is for low density residential use.

#### **(4) CONDITIONAL USES.**

- (a) Bed-and-breakfast establishments.
- (b) Churches.
- (c) Community Living Arrangements.
- (d) Home occupations.
- (e) Parks or playgrounds.
- (f) Professional home offices.
- (g) Side-by-side single family attached dwellings. [See §17.37(9)] (2257 05/22/07)
- (h) Short-term rental dwelling. (2446 08/23/16)

#### **17.22 R-3 THREE- AND FOUR-FAMILY RESIDENTIAL DISTRICT.** (1652 09/14/92, 2250 04/10/07, 2446 08/23/16)

- (1) **PURPOSE.** The R-3 One through Four Family Residential District is established to protect the integrity of the residential areas by prohibiting incursion of incompatible nonresidential uses, to maintain compact residential development around the existing urban-residential areas, to locate this zone in areas without a severe soil limitation for urban development with public sewers, and to locate residences of one through four families. This district is for medium-density residential use. It is appropriate to use this district as a transitional land use between low- and high-density residential districts, and residential and commercial districts.

- (4) **CONDITIONAL USES.**
- (a) Bed-and-breakfast establishments.
  - (b) Cemeteries, crematoriums, and funeral homes.
  - (c) Churches.
  - (d) Clinics.
  - (e) Colleges or universities.
  - (f) Community centers.
  - (g) Community Living Arrangements.
  - (h) Golf Courses
  - (i) Home occupations.
  - (j) Hospitals and nursing homes.
  - (k) Libraries.
  - (l) Licensed day care services for 9 to 20 children. (1880 08/13/96)
  - (m) Museums.
  - (n) Nursery, elementary and secondary schools, whether public, private or parochial.
  - (o) Parks or playgrounds.
  - (p) Professional home offices.
  - (q) Schools.
  - (r) Swimming pools with accessory structure.
  - (s) A non-profit charitable or civic organization clubhouse. (1910 07/08/97)
  - (t) Adult Day Care Center. (1913 07/22/97)
  - (u) Parking lot serving a permitted use on an adjoining property. (2087 07/23/02)
  - (v) Side-by-Side single family attached dwellings. [See §17.37(9)] (2257 05/22/07)
  - (w) Short-term rental dwelling. (2446 08/23/16)

**17.23 R-4 FOUR- THROUGH TWELVE-FAMILY RESIDENTIAL DISTRICT.** (1652 09/14/92, 1868 05/14/96, 1980 07/27/99, 2446 08/23/16)

- (1) **PURPOSE.** The R-4 Four through Twelve Family

Residential District is established to provide for high-density residential areas by providing for higher dwelling-unit-per-acre development. This district is also provided to serve as a buffer between residential and commercial and/or light industrial land uses. This district should be located in areas without a severe soil limitation for urban development with public sewers, and to locate residential developments of four through twelve family residential dwelling units.

- (4) **CONDITIONAL USES.**
- (a) Bed-and-breakfast establishments.
  - (b) Cemeteries, crematoriums, and funeral homes.
  - (c) Churches.
  - (d) Clinics.
  - (e) Colleges or universities.
  - (f) Community centers.
  - (g) Community Living Arrangements.
  - (h) Fraternities and sororities.
  - (j) Governmental buildings.
  - (j) Home occupations.
  - (k) Hospitals, nursing homes.
  - (l) Libraries.
  - (m) Licensed day care services for 9 to 15 children.
  - (n) Lodging houses.
  - (o) Museums.
  - (p) Nursery, elementary and secondary schools, whether public, private or parochial.
  - (q) Parks or playgrounds.
  - (r) Professional home offices.
  - (s) Schools.
  - (t) Swimming pools with accessory structure.
  - (u) A non-profit charitable or civic organization clubhouse. (1910 07/08/97)
  - (v) Adult Day Care Center.

- (1913 07/22/97)
- (w) Short-term rental dwelling.  
(2446 08/23/16)

**17.24 R-5 THIRTEEN-FAMILY AND UP RESIDENTIAL DISTRICT.**

(1652 09/14/92, 2446 08/23/16)

- (1) **PURPOSE.** The R-5 Thirteen Family and Up Residential District is established to provide for high-density residential areas by providing for higher dwelling-unit-per-acre development. This district is also provided to serve as a buffer between lower density residential and commercial and/or light industrial land uses. This district should be located in areas without a severe soil limitation for urban development with public sewers, and to locate residential building developments of thirteen or more residential dwelling units.

- (4) **CONDITIONAL USES.**

- (a) Bed-and-breakfast establishments.
- (b) Cemeteries, crematoriums, and funeral homes.
- (c) Churches.
- (d) Clinics.
- (e) Colleges or universities.
- (f) Community centers.
- (g) Community Living Arrangements.
- (h) Fraternities and sororities.
- (i) Governmental buildings.
- (j) Home occupations.
- (k) Hospitals, nursing homes.
- (l) Libraries.
- (m) Licensed day care services for 9 to 15 children.
- (n) Lodging houses.
- (o) Museums.
- (p) Nursery, elementary and secondary schools; whether public, private or parochial.
- (q) Parks or playgrounds.
- (r) Professional home offices.

- (s) Schools.
- (t) Swimming pools with accessory structure.
- (u) A non-profit charitable or civic organization clubhouse. (1910 07/08/97)
- (v) Adult Day Care Center. (1913 07/22/97)
- (w) Short-term rental dwelling.

**17.24A NRO, NEIGHBORHOOD RESIDENTIAL/OFFICE DISTRICT.** (2036 11/28/2000)

**PURPOSE.** This district is intended to permit high quality office and institutional land uses at an intensity comparable with the older portions of the City predominately developed with homes that are desirable to maintain, where traffic volumes and adjacent land uses dictate the transition of these areas to certain nonresidential uses. The desired neighborhood character of the development is attained through landscaping requirements and by restricting the maximum building size of all buildings within each instance of this District. A range of dwelling unit types may be allowed. Significant areas of landscaping are required in this district to ensure that this effect is achieved. In order to ensure a minimum of disruption to adjacent residential development, no development within this district shall take direct access to a local residential street or a residential collector street. This district is used to provide for the permanent protection of an area that preserves the original residential appearance, yet permits office and institutional land uses, and that ensures that the neighborhood character is maintained as long as the NRO District designation is retained, regardless of how much development occurs within that area.

- (1) **CONDITIONAL USES.**

- (a) Office.
- (b) Personal and Professional Services.
- (c) Passive Outdoor Public Recreation.
- (d) Active Outdoor Public Recreation.
- (e) Indoor Institutional.
- (f) Public Services and Utilities.
- (g) Bed and Breakfast Establishments.
- (h) Funeral Homes.
- (i) Churches.
- (j) Clinics.
- (k) Colleges or Universities.
- (l) Community Living Arrangements.
- (m) Home Occupations.
- (n) Hospitals and Nursing Homes.
- (o) Libraries.
- (p) Museums.
- (q) Nursery, Elementary, & Secondary Schools, whether public, private or parochial.
- (r) Parks or Playgrounds.
- (s) Professional Home Offices.
- (t) Schools.
- (u) Swimming Pools with Accessory Structure.
- (v) Non-Profit Charitable or Civic Organization Clubhouse.
- (w) Adult Daycare Center.

**17.25 MHP MANUFACTURED HOME (TYPE 1) PARK DISTRICT.** (1652 09/14/92, 1734 05/16/94)

- (1) PURPOSE. To provide for a licensed Manufactured Home Park for the placement of Manufactured Homes (TYPE 1) as a conditional use. This district is designed for medium density residential use. All sites shall be connected to the City's public sewer and water systems.

- (4) **CONDITIONAL USES.**
  - (a) Licensed Manufactured Home Parks of not less than five (5) acres for placement of Manufactured Homes (TYPE 1) and that satisfy the requirements of Subsection (5) to (10) hereof and the requirements of this Chapter regarding the regulation and licensing of Manufactured Home Parks.
  - (b) Licensed Day Care Home for nine or more persons.
  - (c) Non-commercial community buildings for social gatherings, emergency shelters laundry or similar common usage for the entire district.

**17.26 MH MANUFACTURED HOME (TYPE 1) SINGLE FAMILY RESIDENTIAL DISTRICT.** (1735 05/17/94)

- (1) PURPOSE. The MH Manufactured Home (TYPE 1) Single family Residential District is established to protect the integrity of the residential areas by prohibiting incursion of incompatible residential and non-residential uses, to maintain compact residential development around the existing urban-residential areas, to locate this zone in areas without a severe soil limitation, to allow TYPE 1 Manufactured Homes that meet this chapter's definition of a dwelling, and to locate only sewered one-family residences. Parcels of land in this District shall be platted for subdivision development in accordance with Chapter 18 of this Code with a design and intention of lots being conveyed by deed to individual

- owners for residential occupancy primarily for TYPE 1 Manufactured Homes.
- (4) **CONDITIONAL USES.**
- (a) Churches.
  - (b) Community living arrangements.
  - (c) Nursery, elementary and secondary schools, whether public, private or parochial.
  - (d) Parks or playgrounds.
  - (e) Swimming pools with accessory structure.
- (1722 03/01/94)
  - 3. Block twenty-eight, Lots 3 through 8, (1722 03/01/94)
  - 4. Block twenty-five, Lots 5 through 8, (1722 03/01/94)
  - 5. Block thirty-six, Lots 5 through 9, (1722 03/01/94)
  - 6. The west sixty feet of Lot 5, Block 21 (227 Fifth Avenue) (1831 09/12/95)

**17.27 B-1 CENTRAL BUSINESS**

**DISTRICT.** (1652 09/14/92; 2405 12/10/13)

- (1) **PURPOSE.** The B-1 Central Business District is established to provide for sewerage commercial activities only and to delineate areas appropriate for commercial uses which are oriented toward the Central Business District.
- (4) **CONDITIONAL USES**
- (a) Car wash establishments.
  - (b) Catering shops.
  - (c) Colleges or universities.
  - (d) Community centers.
  - (e) Dry cleaning stores.
  - (f) Dwelling for up to two families on the first floor provided that: (1) there is an existing building which was originally designed for residential use; and (2) the building is located only in the following areas in the City of Baraboo, formerly Adams:
    - 1. Block fourteen, Lots 7 through 12, (1722 03/01/94)
    - 2. Block twenty-two, Lots 2 through 4,
  - (g) Funeral homes.
  - (h) Group development. (1983 07/27/99)
  - (i) Manufacturing and processing (in enclosed buildings) of jewelry, musical instruments, photographic printing, lithography, typesetting, and crafts.
  - (j) Public garages.
  - (k) Public passenger transportation terminals, except airports.
  - (l) Service stations.
  - (m) Tourism oriented, on-site manufacturing businesses (such as cheese, candy, glass, and gifts).
  - (n) Wholesale establishments.
  - (o) Residential dwelling units on the first floor of an existing building located within an area bounded by the Baraboo River on the north, Lynn Street on the south, Walnut Street on the west, and the alley to the east of Walnut Street on the east provided that there shall be a minimum of two off-street parking spaces per dwelling unit located on the same property where the building

is located and the spaces shall be constructed to meet the off-street parking requirements of the Baraboo Code. (1743 05/3/94).

- (p) A storage building that serves an existing permitted use. (2023 08/22/2000)
- (q) Gas Stations (2046 01/09/2001)
- (r) Day care centers. (2202 08/23/05)
- (s) Eating and drinking places, Type I and Type II, see (See §17.08 for Definition)
- (t) Hotels or motels
- (u) Laundry or dry cleaning facilities
- (v) Nightclubs
- (w) Pawnshops
- (x) Places of worship
- (y) Pool halls
- (z) Schools: professional, business, or technical
- (aa) Taverns
- (ab) Theaters
- (ac) Video rental stores

## **17.28 B-2 NEIGHBORHOOD BUSINESS DISTRICT.**

- (1) **PURPOSE.** The B-2 Neighborhood Business District is established to provide for sewered commercial activities having minimal visual and physical impacts on neighboring residences. These impacts include off-street parking, traffic flow and hazards, odors, hours of operation, and quality of life.

- (4) **CONDITIONAL USES.**
  - (a) Club houses or lodges.
  - (b) Commercial greenhouses.
  - (c) Copy shop.
  - (d) Gift shops.
  - (e) Group development. (1983 07/27/99)
  - (f) Home occupations.
  - (g) Laundromats.

- (h) Locksmiths.
- (i) Professional offices.
- (j) Shoe repair shops.
- (k) Tailors and dressmakers.
- (l) Convenience stores.
- (m) Eating establishments - TYPE 1 with drive-thru and/or pickup services.
- (n) Credit agencies.
- (o) Credit reporting and collection establishments.
- (p) Financial institutions.
- (q) Public administration facilities.
- (r) Tax return preparation establishments.
- (s) U.S. Postal Offices.
- (t) Antique and collector stores.
- (u) Automotive part stores.
- (v) Janitorial supplies.
- (w) Locksmiths.
- (x) Music stores.
- (y) Office equipment and supply stores.
- (z) Radio/TV repair shops.
- (aa) Sporting and athletic good stores.
- (ab) Video rental stores.
- (ac) Optical stores.
- (ad) Delicatessens.
- (ae) Civic, social and fraternal associations.
- (af) Schools (professional, business, technical).
- (ag) Reserved.

## **17.29 B-3 HIGHWAY-ORIENTED BUSINESS DISTRICT.** (2376 04/10/2012)

- (1) **PURPOSE.** The B-3 Highway-Oriented Business District is established to provide for sewered commercial activities oriented toward regional markets requiring highway exposure to the highway user or intended to service vehicles. The commercial activities require large lots for the buildings, off-street parking and future expansion. The

location of B-3 districts shall be in areas without a severe soil limitation.

- (4) **CONDITIONAL USES.** All uses, whether permitted or conditional, shall be considered conditional uses with the overlay zoning district as established in §17.36C of this Code of Ordinances. (2132 12/09/03, 2252 04/10/07, 2376 04/10/2012, 2445 08/23/16)
- (a) Colleges or universities.
  - (b) Group development. (1983 07/27/99)
  - (c) Public passenger transportation terminals, except airports and bus depots.
  - (d) Small Animal Veterinary Clinics. Provided such use shall not include on-site large animal work, or have outside animal runs, or have overnight boarding of animals except for medical reasons. (1804 04/11/95) See also § 17.08.

**17.30 I-1 INDUSTRIAL DISTRICT, ENCLOSED STORAGE.** (1652 09/14/95)

- (1) **PURPOSE.** The I-1 Industrial District, enclosed storage, is established to delineate areas to be used for industrial development and to delineate areas to be used for enclosed storage.
- (4) **CONDITIONAL USES.** All uses, whether permitted or conditional, shall be considered conditional uses with the overlay zoning district as established in §17.36C of this Code of Ordinances. (2237 09/26/06, 2252 04/10/07)
- (a) Any development within one thousand five hundred

(1,500) feet of the existing or proposed inter-change or turning lane rights of way of an existing or proposed freeway or expressway.

- (b) Animal hospitals and kennels with a 100-foot buffer zone to any other district.
- (c) Community centers.
- (d) Governmental buildings.
- (e) Group development. (1983 07/27/99)
- (f) Libraries.
- (g) Museums.
- (h) Public passenger transportation terminals, except airports.
- (i) Retail business directly related to the primary permitted industrial use. The retail space can be two percent (2%) total gross floor area but shall not exceed one thousand (1,000) square feet.
- (j) Travel agencies.
- (k) Any business or industry involving the above ground bulk storage of liquid petroleum or propane gas for on site use, or for sale or delivery. (1921 10/28/97)
- (l) Automobile service and repair facilities. (2237 09/26/2006)

**17.31 I-2 INDUSTRIAL DISTRICT.** (1652 09/14/92, 22524/10/2007)

- (1) **PURPOSE.** The I-2 Industrial District is established to delineate areas to be used for industrial development of the uses prescribed. (2243 11/28/2006)
- (4) **CONDITIONAL USES.** All uses, whether permitted or conditional, shall be considered conditional uses with the overlay



zoning district as established in §17.36C of this Code of Ordinances. (2252 04/10/07)

- (a) Community centers.
- (b) Governmental buildings
- (c) Group development. (1983 07/27/99)
- (d) Libraries.
- (e) Museums.
- (f) Salvage yards.
- (g) Any business or industry involving the above ground bulk storage of liquid petroleum or propane gas for on-site use or for sale or delivery. (1921 10/28/97)

**17.32 I-3 INDUSTRIAL/BUSINESS DISTRICT.** (1772 10/25/94, 2445 8/23/16)

- (1) **PURPOSE.** The I-3 Industrial/Business District is established to delineate those areas to be used for contemporary, professional and office like settings and contemporary industrial development, including light manufacturing, warehousing and other similar industrial uses.
- (4) **CONDITIONAL USES.**
  - (a) Animal hospitals and kennels with a 100-foot buffer zone to any other district
  - (b) Community centers
  - (c) Governmental buildings
  - (d) Group development (1983 07/27/99)
  - (e) Libraries
  - (f) Museums
  - (g) Penal and correctional institutions
  - (h) *Public passenger transportation terminals, except airports*
  - (i) Retail businesses, selling products manufactured,

produced or distributed from the principal industrial use, not exceeding 10 percent (10%) of total floor area of the permitted use

- (k) Self-service facility
- (l) Self Service storage facility

**17.32A I-4 PLANNED**

**INDUSTRIAL/BUSINESS DISTRICT** (1980 07/27/99, 2132 12/09/03, 2252 04/10/07)

- (1) **PURPOSE.** The I-4 Planned Industrial/Business District is established to delineate those areas to be used for contemporary, professional, and office-like settings, and contemporary industrial development, including light manufacturing, warehousing, and other similar industrial uses, and further including support commercial service uses for industry and businesses.
- (4) **CONDITIONAL USES** (2132 12/09/03; 2445 08/23/16)
  - (a) Community centers
  - (b) Government office buildings
  - (c) Group development (1983 07/27/99)
  - (d) Libraries
  - (e) Museums
  - (f) Retail businesses selling products manufactured, produced, or distributed from the principal industrial use not exceeding 10% of the total floor area of the permitted use
  - (g) Any business or industry involving the above ground bulk storage of liquid petroleum or propane gas for on-site use or for sale or delivery
  - (h) Group Development
  - (i) Self-service storage facility

(2247 02/13/2007; 2445  
08/23/16)

(5) PROHIBITED USES

- (a) Agricultural chemical manufacturing or processing plants, distribution facilities handling predominantly agricultural chemicals, storage facilities handling predominantly agricultural chemicals or bulk sale facilities
- (b) Asphalt products manufacturing or processing plants
- (c) Automobile car washes
- (d) Automobile service stations
- (e) Sauk building products manufacturing or processing plants involving bio-hazardous components
- (f) Cemeteries
- (g) Hazardous chemical manufacturing or processing plants, distribution facilities handling predominantly hazardous chemicals, storage facilities handling predominantly hazardous chemicals or bulk sale facilities
- (h) Dry cleaning establishments
- (i) Electronic circuit assembly plants
- (j) Electroplating plants
- (k) Exterminating shops
- (l) Feed lots
- (m) Foundries and forge plants
- (n) Garages -- for repair and servicing of motor vehicles, including body repair, painting or engine rebuilding
- (o) Highway salt storage areas
- (p) Industrial liquid waste storage areas
- (q) Junkyards and auto graveyards
- (r) Landfills or facilities for the treatment, storage or disposal of waste

- (s) Metal reduction and refinement plants
- (t) Mining operations (gravel pits)
- (u) Motor and machinery service and assembly shops
- (v) Paint products manufacturing
- (w) Petroleum products storage or processing
- (x) Plastics manufacturing, other than molding operations and assembly operations
- (y) Printing and publishing establishments which use non-biodegradable inks and/or volatile organic compounds
- (z) Pulp and paper manufacturing
- (aa) Trucking terminals other than those used as on-site distribution centers
- (ab) Animal shelters
- (ac) Agricultural services
- (ad) Amusement and recreation services
- (ae) Automotive, implement and recreation vehicle sales
- (af) Building supplies
- (ag) Garden supplies
- (ah) All non-taxable or tax-exempt properties (i.e. churches, schools, day care centers, etc.)
- (ai) Single family
- (aj) Two-family
- (ak) Multi-family
- (al) Boarding houses
- (am) Mobile home dealers
- (an) Contractors-building construction
- (ao) Any other use prohibited in the I-3 Industrial/Business District

**17.33 A-1 AGRICULTURAL  
TRANSITIONAL DISTRICT.** (1502  
04/12/88)

sewer.)

- (1) PURPOSE. The A-1 Agricultural Transitional District is established to permit certain designated agricultural uses for an interim period of time until urban expansion causes the land to be developed into other uses.

(  
**17.34 A-2 AGRICULTURAL HOLDING DISTRICT.** (1502 04/12/88)

- (1) PURPOSE. The A-2 Agricultural Holding District is established to control urban sprawl by retaining agricultural land to provide for a minimum lot size of five (5) acres, and to locate low-density residential developments in areas without severe soil limitations for non-sewered residential development. *(City Atty. Note: See 18.02(8) for minimum lot size requirements for lots not served by public*

- (4) CONDITIONAL USES.
- (a) Animal hospitals and kennels with a 100-foot buffer from any residential district.
  - (b) Archery ranges.
  - (c) Bed-and-breakfast establishments.
  - (d) Commercial greenhouses.
  - (e) Driving ranges.
  - (f) Golf courses.
  - (g) Open air markets.
  - (h) Orchards.

**17.35 C-1 CONSERVANCY DISTRICT.** (1502 04/12/88, 1652 09/14/92)

- (1) PURPOSE. The C-1 Conservancy District is established to preserve designated lands for conservation purposes.

Moved by Sloan, seconded by Petty and carried unanimously to approve the 1<sup>st</sup> reading of **Ordinance No. 2510** amending Section 17.18(4)(d), Code of Ordinances, as follows:

**17.18 ESTABLISHMENT OF DISTRICTS AND INCORPORATION OF ZONING DISTRICT MAP**

- (4) DISTRICT BOUNDARIES AND MAP AMENDMENTS.

(d) Planned Unit Developments. The following Planned Unit Developments are approved and incorporated into the zoning map: 2019-01.

2. The attached General Development Plan / Specific Implementation Plan is approved as Planned Unit Development 2019-01.

**COMMITTEE OF THE WHOLE**

Moved by Petty, seconded by Sloan to convene as a Committee of the Whole to discuss Community

Development Block Grant (CDBG) funding, the CLOSE program and future grant funding under the CDBG program.

Adm. Geick explained that the Close Program is intended to close out the Community Development Block Grant (CDBG) fund. We have used these funds extensively. The City currently has approximately \$750,000 in outstanding loans. The recommended option for the Close Program is to submit our payment for the outstanding loans to the state and then re-submit for a project loan to get this money back. We would be using the funding we have available for the Lake Street project to pay off the smaller, outstanding loans and then submit to the State a project for Lake Street. The loan money, as it is paid back, would then be ours and we could determine how this money is to be used.

Ald. Kolb questioned using the bond money. Adm. Geick noted that they had consulted with bond counsel, Quarles and Brady and they have agreed that it's possible to do this. Ald. Kolb also questioned if it was guaranteed that we will get this money back. City Engineer T. Pinion explained that the state will have to approve our application before we submit the \$750,000. We have as much of an assurance as the state will offer that we get our money back.

Moved by Petty, seconded by Plautz to reconvene into regular session.

Moved by Sloan, seconded by Petty to approve the Close Program as presented.

#### **MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS**

Ald. Petty thanked Ald. Zolper for his service. He has been an exemplary alderperson and he appreciates all his time and effort and wishes him the best.

Police Chief M. Schauf reminds the residents of alternate side parking and asks that they obey the rules to assist in snow removal.

#### **REPORTS and MINUTES**

The City officially acknowledges receipt and distribution of the following:

**Monthly Reports for December, 2018 from** – Treasurer

#### **Minutes from the Following Meetings –**

**Finance/Personnel Committee – Dennis Thurow Committee Rm #205**

**January 8, 2019**

**Members Present:** Petty, Sloan, Thurow

**Absent:**

**Others Present:** Mayor Palm, E. Geick, E. Truman, B. Zeman, C. Haggard, T. Pinion

**Call Meeting to Order** – Ald. Petty called the meeting to order at 6:30 p.m. noting compliance with the Open Meeting Law.

Moved by Sloan, seconded by Thurow to approve the minutes of December 11, 2018. Motion carried unanimously. Moved by Sloan to approve the amended agenda, seconded by Thurow and carried unanimously.

#### **Action Items**

- a) **Accounts Payable** - Moved by Sloan, seconded by Thurow and carried unanimously to recommend to Council approval of the accounts payable for **\$7,066,726.65**
- b) **2019 Levy Special Assessments upon property at Lake Street (between Springbrook Dr. & Walnut St.) and Elizabeth Street (between 15<sup>th</sup> St. & 16<sup>th</sup> St.). Also, new curb and gutter at Lake Street (between Springbrook Dr. & Walnut St.).** T. Pinion explained this is solely to give notice of our intent to levy these special assessments. Moved by Sloan, seconded by Thurow and carried unanimously to recommend to Council. Motion carried unanimously.

#### **Informational Items**

- a) City Attorney's report on insurance claims – None.

**Adjournment** – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:34pm.

**Copies of these meeting minutes are on file in the Clerk's office:**

UW-Campus Comm.	12-20-18	Public Arts	12-27-18
Ambulance	10-24-18	Ambulance Finance Ad-Hoc	10-24-18
CDA	12-04-18	CDA Exec. Comm.	12-04-18
CDA Finance	12-04-18		

**PETITIONS, AND CORRESPONDENCE**

· **Petitions and Correspondence Being Referred -**

**INFORMATIONAL ITEMS**

**ADJOURNMENT**

Moved by Kolb, seconded by Petty, and carried on voice vote, that the meeting adjourn at 7:24pm.

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Brenda Zeman, City Clerk

# 2019–2023 Strategic Plan



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## ❖ BACKGROUND

Baraboo Public Library is an integral part of our community. The library takes this role to heart and in turn, puts the community at the heart of this plan. Understanding the needs of the community is paramount to the mission, vision, and principles of the library and the goals of this strategic plan, from dedicated users to newcomers and those who do not yet frequent the library.

While the library already provides a wide array of services, there is more that we want to offer. With that in mind and to be the best stewards of our resources, we engaged in this strategic planning process to learn and listen in order to focus our efforts on what our community needs. This plan provides the library staff, trustees, and volunteers with a clear sense of purpose.

The Baraboo Public Library Board formed a Strategic Planning Committee composed of library staff, Library Board trustees, and community members. Under the direction and guidance of strategic planning consultants, the following sources of data and information were gathered and analyzed between September and November of 2018.

- Annual library operations and service data submitted to the Wisconsin State Department of Public Instruction (DPI) for the years 2008-2016.
- Results of a community survey conducted between October 1 and October 28 garnering a total of 1,266 responses.
- Information from seven Community Conversations:
  - November 8 – Local government and agencies, 8 attendees
  - November 13 – Reader’s Anonymous Book Club, 9 attendees
  - November 14 – Jack Young Middle School, 20 attendees
  - November 14 – Parents and caregivers, 19 attendees
  - November 16 – Boys and Girls Club teens, 9 attendees
  - November 16 – Baraboo Area Senior Citizen Organization, 8 attendees
  - November 20 – Baraboo High School, 13 attendees
  - November 28 – Community groups, local businesses, and nonprofits, 8 attendees
- Results of a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis with a staff focus group.
- Results of an Issues and Needs Questionnaire, completed by members of the Strategic Planning Committee.
- Demographic and economic data from the American Community Survey and the U.S. Census.
- Assessment of the library related to the Department of Public Instruction’s Wisconsin Public Library Standards.

## Acknowledgments

We want to thank the more than 1,300 community members who responded to our community survey or attended one of our community conversations. The focus of our strategic planning process has been to engage residents to ensure our services, programs, and resources align with the needs of those we serve. The information we gathered from the community has been invaluable.

The library staff played an essential role in our strategic planning process and we thankfully acknowledge their efforts. They enthusiastically encouraged people to take our survey, as well as shared their knowledge, experience, and ideas as part of the SWOT session.



The library director is grateful for the time and passion of the Strategic Planning Committee. Their commitment and thoughtfulness were instrumental in the development of this plan. The Strategic Planning Committee members extend their appreciation to the Library Board for supporting the strategic planning process.

### **Strategic Planning Committee**

Jessica Bergin, Library Director  
Jill Ellinwood, Sauk County Human Services  
John Gunnell, Library Board – School Representative  
Carey Kipp, Library Staff  
Tony Kujawa, Library Board  
Beth Persche, Library Board  
Robin Whyte, Greater Sauk Community Foundation  
Michael Zolper, City Alderperson  
John Ellington, Library Board President - ex officio committee member

### **Library Board of Trustees**

John Ellington, President  
John Gunnell, ex officio (representing the Baraboo School District)  
Forrest Hartmann  
Tony Kujawa  
Beth Persche  
Lacey Steffes  
Bekah Stelling  
Lori Von Asten  
Jennifer Watts

The library would also like to thank Melissa McLimans and Bruce Smith from WiLS (Wisconsin Library Services) for providing planning process management and facilitation services to develop our strategic plan.



## ❖ OVERVIEW OF FINDINGS

*"I love the Baraboo Library! It is an essential part of our community."*

Community survey comment

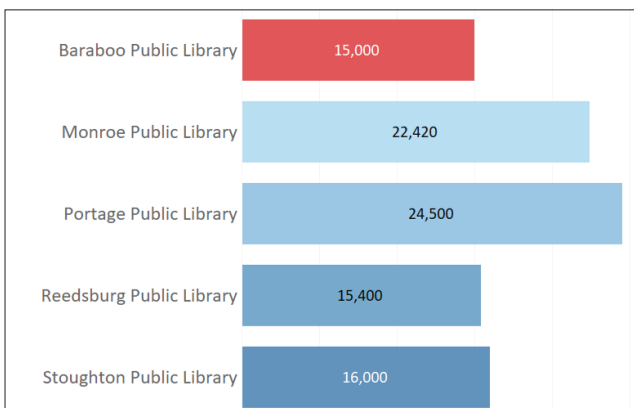
We learned from our community survey that the library is personally important to our patrons. It was also apparent that they viewed the library as important to Baraboo, whether they used it frequently or not. We asked survey takers whether they agreed or disagreed with the following statement: "The library is important for the community." Ninety percent of the 1,060 survey respondents said they highly agreed.

This was clearly the main theme we heard from survey takers and the people we spoke with at the eight community conversations we held. We also heard that we can be better. We can improve library spaces, expand communications making people aware of all that is available to them at the library, and provide improved community support and partnerships. And we can better support our staff and assess our services. These areas of improvement serve as the foundations of the four strategic goals established in this plan, which are:

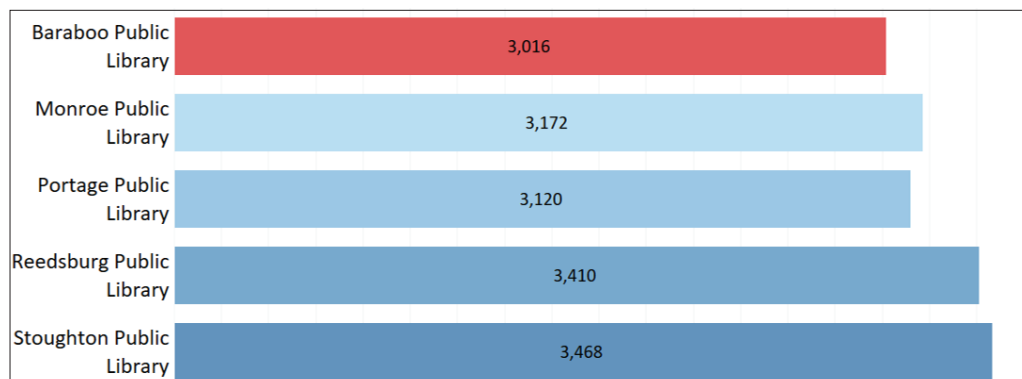
1. Invest in our library's future
2. Communicate our value and principles
3. Support and strengthen our community
4. Build upon our strengths

Using data from the annual library service reports that Wisconsin public libraries submit to the state Department of Public Instruction (DPI) each year, we selected four area libraries that are comparable to Baraboo Public Library. In comparison to those libraries, we learned our current capacity has diminished our ability to serve our community (continue reading through the goals for further supporting data.) The following two charts demonstrate our library size and service hours relative to those libraries.

*Library square footage*



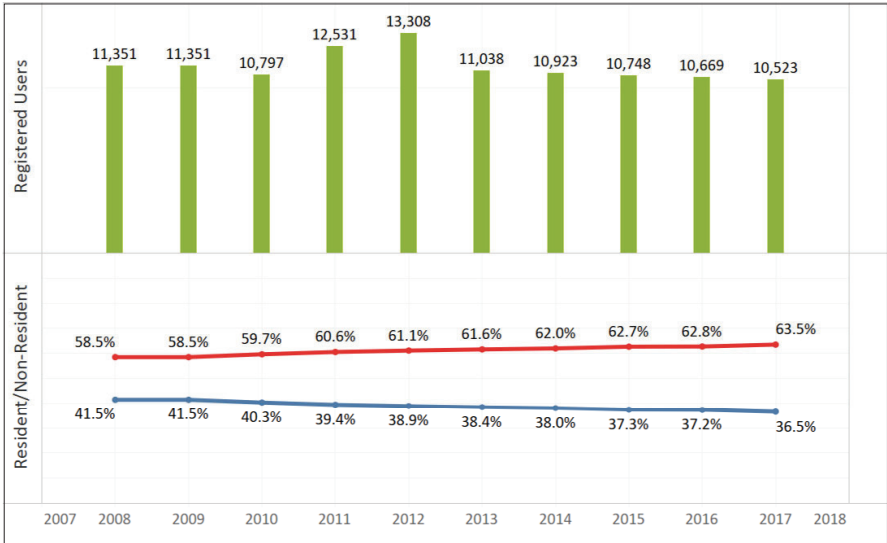
*Annual hours open to the public*



*Survey postcard*

We can see in the data that our library provides 1.25 square feet per resident, while three of the other libraries provide 1.42, 1.66, and 2.09 square feet per resident. More space in a modern library can allow the community to access a greater number of resources and engage in more opportunities to learn.

When we consider the library’s open hours, we can see that those we serve have more limited access to our library in relation to comparable libraries and that may impact the use of our library. Part of a library’s funding is provided by the county based on use of our libraries by patrons without a library in their community. As non-Baraboo residents in the county select other libraries to use because of more space, resources, and access, our county funding can diminish, lessening what our library is able to provide for our community. The following chart shows a change in the makeup of registered users of the library with non-resident cardholders decreasing.



We know from the survey results that there is a strong desire and need among community members for more from the library. The survey takers were asked to indicate what would increase their use of the library. The top response among survey takers was more programs that interested them or their family members. In fact, 21% of those who responded that they never use the library indicated programming would increase their use and 23% of those who infrequently use the library (visit library 1-6 times per year) indicated the same. The next highest response was more convenient open hours, with nearly 20% of both frequent and infrequent users indicating this.

The hopes we heard from those we spoke with and those who shared their ideas in the survey go beyond just more space and hours. Our community has amazing assets, from its natural beauty to the variety of year-round activities. We heard clearly from all those who shared their thoughts with us during this strategic planning process that the library is among our city’s top assets. Guided by our mission, vision, and principles, we see our current limitations coupled with the strong desires and needs of our community for high-quality library services as an opportunity to improve. We are excited to get started!



## ❖ OUR FOUNDATIONS ❖

### Our Mission

*We are a community center for lifelong learning and literacy  
bringing people, information, and ideas together.*

### Our Vision

*We are an essential, collaborative community partner supporting and inspiring  
an engaged, educated, and connected community of learners and creators.*

### Our Pledge

*The following values will guide our work to fulfill our mission and reach our vision.*

## We pledge to...

*Provide a safe and welcoming environment*

We take pride in our library and are helpful, courteous, and respectful to all.

*Be responsive and adaptive*

We learn about our community's needs and listen to their ideas.

*Continuously improve and innovate*

We strive to provide equitable access to expertly selected services and resources.

*Value and pursue collaboration*

We facilitate cooperation and seek partnerships to enhance community impact.

*Celebrate diversity and embrace inclusion*

We are understanding, compassionate, and inviting to all.

*Be nonjudgmental and uphold integrity*

We strive to be objective, impartial, trustworthy, and honest.

*Ensure privacy and confidentiality*

We champion everyone's right to explore information and ideas freely.

*Respect intellectual freedom*

We believe open inquiry and the  
freedom to read and learn are  
essential to our democracy.





# ❖ STRATEGIC GOALS AND OBJECTIVES

## Goal I: Invest in our library's future

*Ensure that the spaces and capacities of the library facility meet the needs of the community to enhance the learning, connection, and growth opportunities for all residents of the Baraboo area.*

### Objectives

1. Build on the momentum from the strategic planning process to quantify and qualify community support and desire for an expanded and upgraded library building.
2. Design an expanded and reimagined library building that integrates with the library service opportunities and possibilities that could exist for the community with a modernized library.
3. Develop and implement advocacy and funding strategies needed to realize a relevant and modern library for the community.
4. Create a building improvement and maintenance plan for the existing building.



### Why?

In 1903, the Baraboo Public Library opened in its current location at 230 4<sup>th</sup> Avenue. The first major space change occurred in 1969 when the children's library was moved to the basement. A smaller remodeling project in 1975 was followed in 1982 by a more extensive remodeling and addition project, increasing the library's space from 6,000 sq. ft. to 15,000 sq. ft.

Since 1982, the infrastructure needs of the library, including technology and communications, have greatly changed. Also, our city's population has increased by 50% since 1980. The library requires quality technology and spaces to meet the service needs of the community. Not only is a building of this age expensive to maintain with its outdated systems and lack of flexibility, but it has a negative impact on the library staff's ability to efficiently, effectively, and economically serve the public.

Despite the current inadequacies and inefficiencies of the library building, there is a lot of love in the community for the old Carnegie library. A small minority of the community survey respondents indicated their preference that no changes be made to the current library. However, when asked "What do you love about the library spaces and building and/or what building or space changes, improvements or additions you would most like to see?" a large majority of the 660 comments note a need for improvements and updates to the building, including more overall space.

That said, a majority of these comments also indicated their preference that renovation maintain the character and look of the historic building. The following survey comment echoes many others in the survey and what was heard at community conversations:

*"I love the historical 'look' of the library. There is definitely a need for more meeting spaces for groups! Overall it is time to expand all departments of this vital part of our community."*



A list of possible improvements to the physical space of the library was provided in the survey and respondents were asked to indicate how important they thought each improvement might be by indicating the priority level. Of those who took the survey, 1,092 answered this question. The following are the space improvements that had more than 75% of respondents indicating a medium to high priority.

	High	Medium	Low
Remodel the children's area	48%	38%	14%
Have more comfortable spaces for reading, working, and relaxing at the library	42%	43%	15%
Update restrooms	39%	39%	22%
Add more computers	38%	41%	21%
Add more private/quiet areas	34%	45%	21%
Improve accessibility to and display of library materials and space for new types of materials	33%	49%	18%
Provide dedicated collaborative work and creation spaces	26%	50%	24%
Create library space just for teens and tweens	26%	53%	21%

The current building also prevents the library from reaching a number of Wisconsin Public Library Standards as established by the Department of Public Instruction (DPI). The standards are based on current levels of service provided by libraries of similar size across Wisconsin. DPI defines three tiers of standards for public libraries in Wisconsin.

- **Tier One**—the minimum services that should be available to all residents of the state
- **Tier Two**—an expansion of services beyond the basic
- **Tier Three**—the highest level of service

As part of the planning process, the library has assessed the following as some of the standards not able to be met in the current facility:

- Adequate space to implement the services prioritized in the strategic plan (Tier One)
- Quantitative standard on number of computers per 1000 population (Tier One)
- Adequate and convenient parking available to patrons and staff (Tier Two)
- Adequate reader seating (Tier Two)
- Allocate age and inclusion appropriate spaces (Tier Three)



## Goal II: Communicate our value and principles

Through our engagement with and communications to the community we strive to educate and inform all area residents about the library, its offerings, and its essential role as a cornerstone institution in our community.

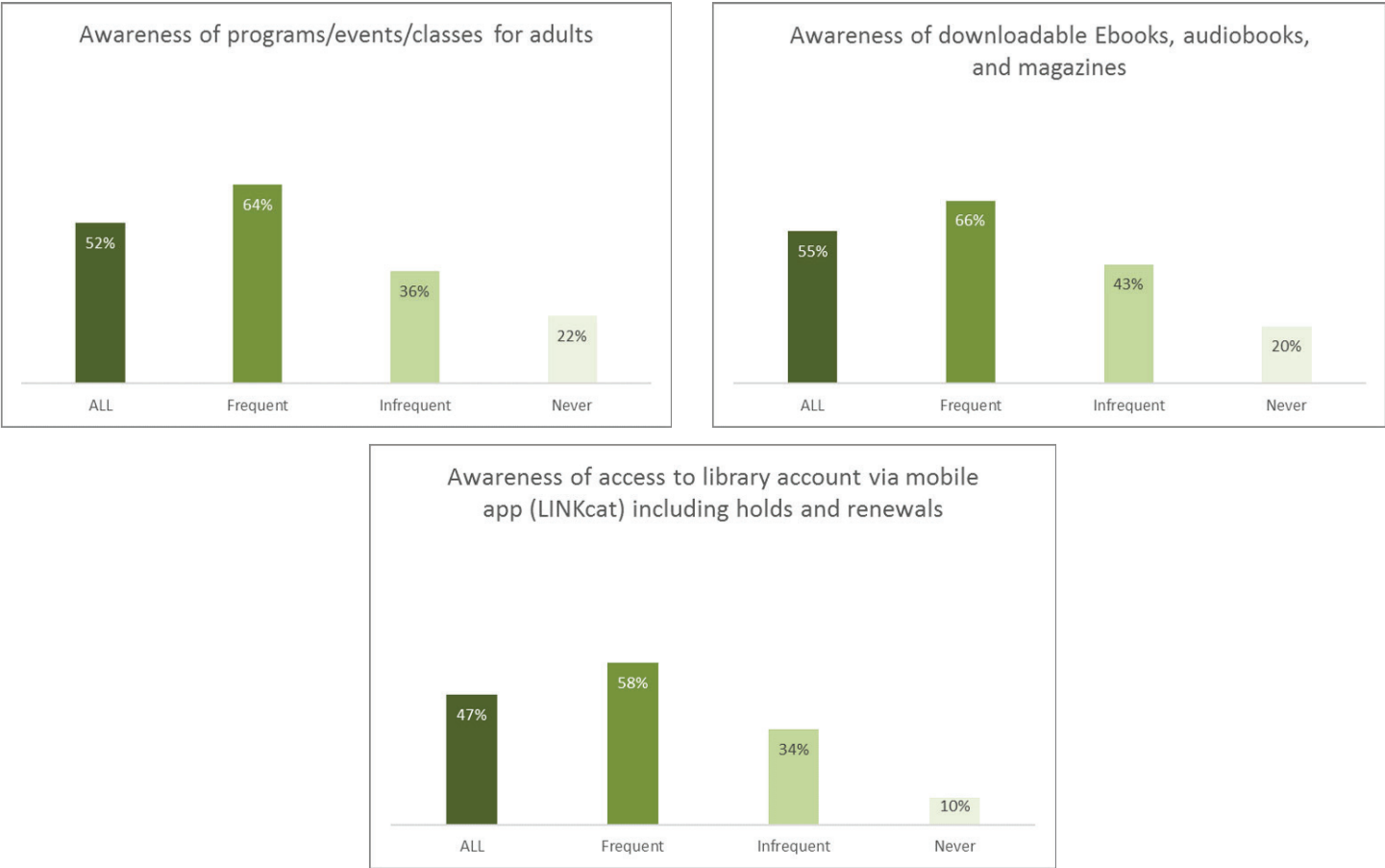
### Objectives

- 1. Increase awareness in the community of what the library does and provides.
- 2. Identify and communicate both the common principles held by community members and the library and the value of the library to the community.
- 3. Enhance and improve existing communication the library provides regarding community services, events, and opportunities.

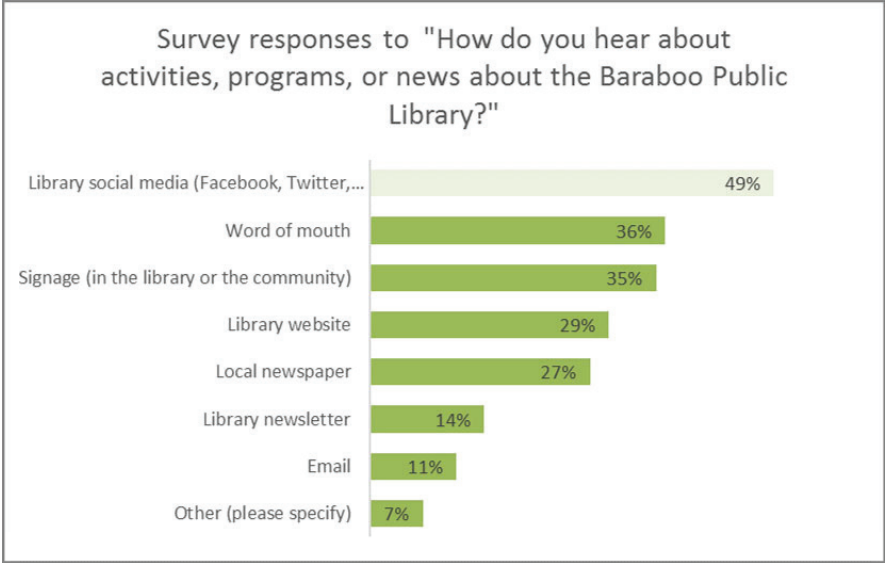
### Why?

There are two important communication goals for the library. First is that we need to ensure our community is aware of all that is available to them from the library, from our traditional services to the technology and digital resources we have. The second is we also need to turn awareness into advocacy. In regards to the latter, we will work to develop library advocates through careful study of our community’s principles and clearly communicate the value and principles of the Baraboo Public Library.

The survey demonstrated that even our most frequent users are not aware of all services and resources the library provides. We also learned that those who never or infrequently use the library would use the library more if there were more programs and resources that interested them. However, when survey takers were asked “Which of the following services are you aware the Baraboo Public Library offers?,” we learned there is a large gap in the awareness of what the library offers based on the frequency someone uses the library, illustrated in the charts below. This indicates an opportunity for the library to improve its marketing and promotion. Frequent users are defined as those using the library at least once per month and infrequent users use the library 6 or fewer times per year.



As can be seen in the following chart, the community survey indicated that social media is a powerful tool to reach users and non-users of the library, with nearly half of the survey respondents, frequent and infrequent users alike, learning about the library through social media. Understanding this, along with recognizing which services are less known, will help the library increase awareness of our services and principles.



### Goal III: Support and strengthen our community

*As a trusted resource and place, the library will continually seek opportunities and evolve in its role as a key partner to increase the well-being, inclusiveness, and opportunities for all in our community.*

#### Objectives

1. Engage in partnerships with area groups, organizations, and businesses to help address local needs.
2. Within the capacity of the staff, develop programming that can expand cultural understanding within our community and grow skills of individuals through utilizing the talents, expertise, experiences, and collective wisdom of area residents.



#### Why?

*"I have enjoyed the services of the library for 51 years and am pleased and surprised by how it has evolved over the years."*

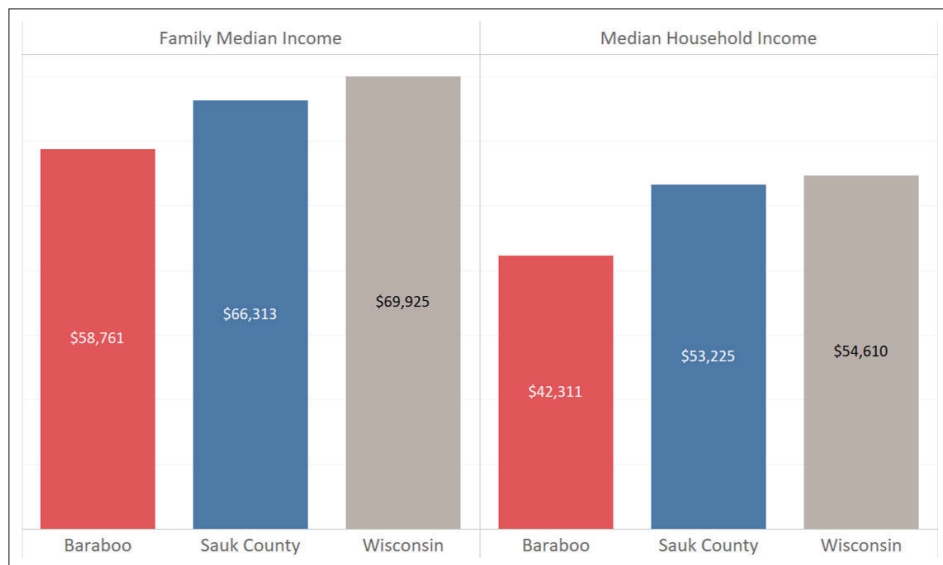
*"Keep innovating!!"*

The above two survey comments demonstrate the importance of our library evolving to meet the ever-changing needs of the community. More than ever, libraries provide services that help communities bridge technological, educational, and economic divides that exist among residents. Baraboo is no different.

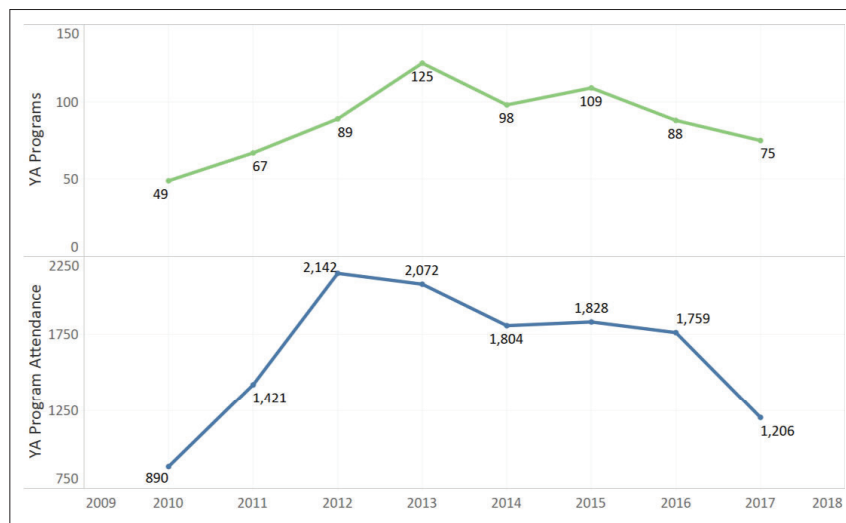


While we've had success with providing our services and making our resources available, we know there is more we can do to meet our evolving community needs and desires. We need to ensure we are reaching out to all to understand their needs, especially those who are currently underserved. In addition, we need to develop and target community-specific programs, collections, and resources to attract new users. The following charts (2016 American Community Survey – U.S. Census) show that Baraboo has significantly lower incomes and higher poverty levels than the rest of Sauk County and the state.





Baraboo's significantly lower income levels along with other demographic data and what we heard in our community conversations, tells us that there are needs in the community we are not meeting as well as we could. For example, we could be doing more for teens. Modern libraries offer many options for teens to spend their time learning new skills and socializing with peers in positive environments. The following chart shows how our Young Adult (YA) programming and programming attendance has lessened in recent years.



Our ability to support and strengthen our community is not only dependent on having adequate resources, spaces, and capacities, but relies on us enhancing current and seeking new strategic partnerships that allow us to reach further than we can on our own. We know our community's aspirations can only be reached and our challenges met by working together. As we near our 125<sup>th</sup> anniversary as a library, we are excited to build on our foundation of being a strong community partner.



Volunteer Appreciation Breakfast

## Goal IV: Build upon our strengths

Continually improve our foundation of excellent staff, services, programs, and resources through evaluation and learning from others with a focus on supporting, developing, and positioning our staff for growth and success.

### Objectives

1. Establish a multi-year plan to achieve optimal staffing capacity levels and skills needed to meet community interest for increased services and programming, as well as increased access to the library, its resources, and its services.
2. Create a method for regularly evaluating library programs, services, and resources and our investment in these areas.
3. Identify enhanced or new programming ideas we can provide.

Library Staff



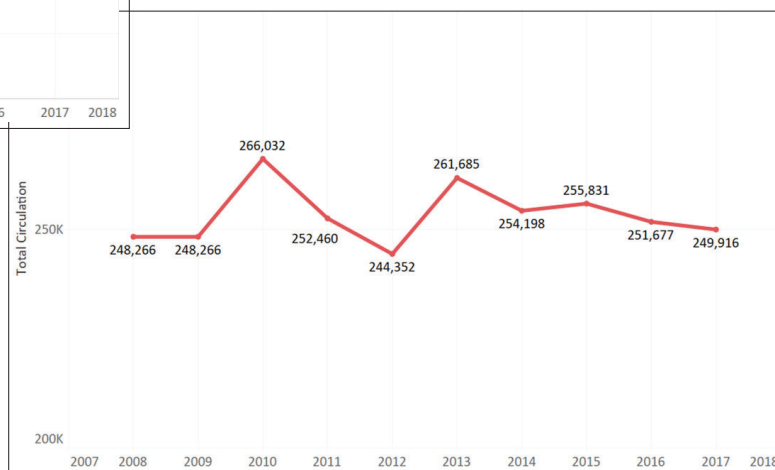
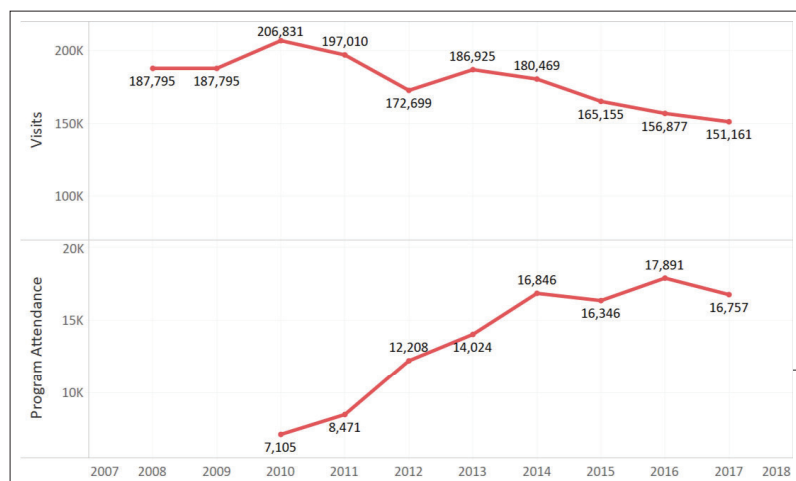
### Why?

While lack of space, flexibility, and amenities has constrained our services, our staff has been the engine that has allowed us to be responsive to and meet community needs as best we can.

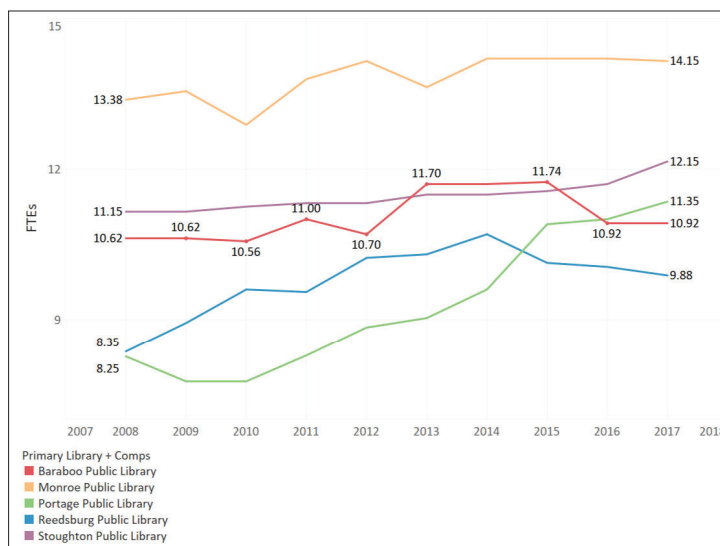
*"The staff is extremely friendly at the library. They are very kind and willing to help, making the library a very pleasant place to visit."* Survey comment

The data we've gathered for the planning process has shown some reductions in our service data, mostly related to the number of visits and non-resident users. The following two charts demonstrate how the work of our staff has buoyed our other service results (such more program attendees, increased e-book circulation, and expert customer service) to lessen the impact of those reductions.

While visits have been trending down, our staff have done an amazing job increasing the programs offered with the result being a significant increase in the number of people that attend the programs. This draw to our library has also helped us maintain relatively consistent circulation of our materials, while the national trend in circulation has gone down during this time period.



This impressive increase in library programming been done with a staffing level less than many area libraries that are comparable to Baraboo. Additionally, three of the area libraries have increased staffing levels in this time period, while Baraboo has reduced staff.



The result is a staff that is stretched thin. Our aim with this goal of building on the strength of our staff is to evaluate what we do to ensure we are providing the most impact for the investment, while seeking ways to enhance our staff capacity to reach all the goals of this strategic plan.

## ❖ IMPLEMENTATION, ASSESSMENT, AND COMMUNICATION

The Baraboo Public Library director and staff will work in conjunction with the Library Board of Trustees to prioritize, identify service goals, and coordinate activities from this plan. The library will consider available resources, including funding and staff time; changing conditions locally, regionally and statewide; and opportunities that arise to innovate during the implementation of the plan.

The ongoing planning process for the library will include project management, assessment, communication, and re-prioritization activities to ensure the goals of the plan are realized with flexibility to adapt as needed. The library will adhere to the following annual process and schedule to implement the strategic plan.

**March and September** – The library director, in consultation with staff, provides a report to the Library Board’s Planning & Policy Committee, assessing the progress implementing plan activities.

**June** – The library director, in consultation with staff, provides a report to the Library Board’s Planning & Policy Committee, assessing progress implementing plan activities. The committee, working with the director, will determine if adjustments to the plan are needed based on changing conditions or new challenges and opportunities, and will identify activities that will be the focus of the library’s efforts in the following year. The decisions of this committee will be reflected in the library’s budget planning process and reported to the board as the budget is developed.

**December** – The library director, with input from staff, prepares a written update for the board, summarizing the prior year’s work and identifying activities slated for the upcoming year.



RESOLUTION NO. 2018 -

Dated: February 12, 2019

The City of Baraboo, Wisconsin

<i>Background:</i>
<b>Fiscal Note: (Check one) [ ] Not Required [ ] Budgeted Expenditure [ ] Not Budgeted</b>
<i>Comments</i>

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Accounts Payable, in the amount of \$ \_\_\_\_\_ as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

**Offered By:** Consent

**Approved by Mayor:** \_\_\_\_\_

**Motion:**

**Certified by City Clerk:** \_\_\_\_\_

**Second:**

RESOLUTION NO. 201-

Dated: February 12, 2019

The City of Baraboo, Wisconsin

**Background:** Beginning in mid-November and continuing into early January the City worked with the Baraboo School District and other community groups to respond to public comments about the high school prom photo that made international headlines. During the critical time in mid-December Mayor Palm and the City Administrator discussed the potential need for professional assistance to guide the City through the public relations maze that had been created. City Administrator Geick contacted the League of Municipalities about the issues and the found the League had a contract in place with the Mueller Communications firm to help cities in such situations. The Administrator initiated contact with the Mueller firm and with the assistance of the City Attorney worked out a contract to provide immediate assistance.

Minutes from the January 22, 2019 Finance & Personnel Committee: **Agreement with Mueller Communications, LLC** – Adm. Geick explained that during the crisis with the School District and the picture, Adm. Geick along with the Mayor felt that the City needed outside help to deal with some of the issues and to assist in putting together some of the wording on press releases and other things. This is an unbudgeted expense with an estimated total cost of \$2,200. At this time, Adm. Geick is not expecting any additional expenses. Moved by Sloan, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.

*Note: (✓one) [ ] Not Required [ ] Budgeted Expenditure [ X ] Not Budgeted*

*Comments: This is an unbudgeted expense that is estimated to be approximately \$2,500. The expense will be listed as a contractual service in the City Administrator's budget.*

Resolved by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

To approve the attached contract for services with the Mueller Communication firm of Milwaukee, WI for a cost of approximately \$2,500.

Offered by: Finance/Personnel Comt.

Motion:

Second:

Approved: \_\_\_\_\_

Attest: \_\_\_\_\_

**AGREEMENT FOR SERVICES  
BETWEEN THE CITY OF BARABOO AND MUELLER COMMUNICATIONS LLC**

**THIS AGREEMENT FOR SERVICES ("AGREEMENT")** is entered into by and between City of Baraboo, a Wisconsin municipal corporation with a mailing address of 101 South Blvd., Baraboo, WI 53913 ("**CITY**"), and Mueller Communications, LLC, a Wisconsin limited liability corporation with a mailing address of 1749 N. Prospect Ave., Milwaukee, WI 53202 ("**PROVIDER**"). For the mutual consideration contained herein, the Parties agree as follows:

1. Term. This Agreement shall be valid and in full force and effect on the date of complete execution by the City and the Provider. Either party may terminate this Agreement at any time, with or without cause, by providing written notice to the non-terminating party of the intent to terminate at least 30-calendar days prior to the termination date. Any work performed by the Provider up to the date of termination shall be paid for by the City pursuant to the terms herein.

2. Scope of Work. The Provider shall perform as required under this Agreement by providing the services stated in the Letter of Agreement as further described in Attachment A.

3. Price and Payment. The City shall pay the Provider pursuant to the terms contained in the Standard Expense Reimbursement Policy, attached hereto as Attachment B, at the rate and terms provided for in Attachment A and the Rate Schedule for Mueller Communications, LLC, attached hereto as Attachment C.

4. Components of this Contract. This Agreement consists of the following component parts, all of which are as fully a part of this Agreement as if herein set out verbatim:

- a. Letter of Agreement, dated December 12, 2018 – Attachment A
- b. Standard Expense Reimbursement Policy – Attachment B
- c. Rate Schedule for Mueller Communications, LLC – Attachment C
- d. Certificate of Insurance showing compliance with Attachment D – City of Baraboo Insurance Requirements for Professional Services.

5. Indemnification. The City shall indemnify the Provider, and the Provider shall indemnify the City, pursuant to the terms contained in Attachment A.

6. Governing Law. This Agreement shall be governed by the law of the State of Wisconsin.

7. Disputes. In the event there is a dispute between the City and the Provider related to this Agreement, the parties shall endeavor to resolve the dispute through informal discussions and/or mediation prior to taking legal action.

8. Notice. Notice shall mean an instrument in writing that is deemed to have been duly served if (a) hand delivered or (b) sent by certified mail, postage prepaid, and deemed delivered three business days after the date posted, and addressed to the following:

If to City: City Administrator  
City of Baraboo  
101 South Blvd.  
Baraboo, WI 53913

If to Provider: Mueller Communications, LLC  
1749 N. Prospect Ave.  
Milwaukee, WI 53202

9. Amendments. This Agreement may be amended or modified at any time upon mutual written agreement both parties.

10. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have caused this instrument to be executed on the dates indicated below.

**MUELLER COMMUNICATIONS, LLC, PROVIDER**



**12-13-2018**

\_\_\_\_\_  
Lori Richards, Partner/President

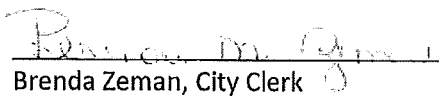
\_\_\_\_\_  
Date

**CITY OF BARABOO**



\_\_\_\_\_  
Ed Geick, City Administrator

**12-13-18**  
\_\_\_\_\_  
Date



\_\_\_\_\_  
Brenda Zeman, City Clerk

**12-13-18**  
\_\_\_\_\_  
Date

S:\Administration\Attorney\Agreements and Contracts\Mueller Communications Agreement – Updated Ins.docx

**ATTACHMENT D**  
**CITY OF BARABOO**  
**INSURANCE REQUIREMENTS FOR CONTRACTOR/SERVICE PROVIDER**

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It is hereby agreed and understood that the insurance required by the City of Baraboo is primary coverage and that any insurance or self-insurance maintained by the City of Baraboo, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing work and remain in force until the entire job is completed and the length of time that is specified, if any, in the Agreement or listed below whichever is longer.

**1. INSURANCE REQUIREMENTS FOR CONTRACTOR/SERVICE PROVIDER - LIMITS**

- A. Commercial General Liability coverage that is at least as broad as Insurance Services Office Commercial General Liability Form, including coverage for Products Liability, Completed Operations, and Contractual Liability with the following minimum limits and coverage:
  - 1. Each Occurrence limit \$1,000,000
  - 2. Personal Injury limit \$1,000,000
  - 3. General aggregate limit (other than Products–Completed Operations) per project \$2,000,000
  - 4. Products–Completed Operations aggregate \$2,000,000 (must be carried for two years after acceptance of completed work) – IF APPLICABLE
  - 5. Fire Damage limit — any one fire \$50,000 – IF APPLICABLE
  - 6. Medical Expense limit — any one person \$5,000.
- B. Hired and non-owned automobile liability coverage with a minimum limit of \$1,000,000.
- C. Workers' Compensation as required by the State of Wisconsin, and Employers Liability Insurance with sufficient limits to meet underlying Umbrella Liability insurance requirements – IF APPLICABLE
- D. Umbrella Liability providing coverage at least as broad as the underlying Commercial General Liability, Automobile Liability and Employers Liability, with a minimum limit of \$1,000,000 each occurrence and \$1,000,000 aggregate.
- E. Property Insurance Coverage to be provided by the Provider – IF APPLICABLE

**2. ADDITIONAL PROVISIONS AND REQUIREMENTS**

- A. Covered property will include property on the project work sites, property in transit, and property stored off the project work sites – IF APPLICABLE.
- B. The City of Baraboo and its employees, agents and officers must be added as named insureds to the policy.



- C. Coverage must include a "waiver of subrogation" against any named insureds or additional insureds.
- D. Provider will be responsible for all deductibles and coinsurance penalties.
- E. Acceptability of Insurers - Insurance is to be placed with insurers who have an *A.M. Best* rating of no less than A- and a Financial Size Category of no less than Class VII, and who are authorized as an admitted insurance company in the State of Wisconsin.
- F. Prior to or concurrent with the execution of the Agreement, the Provider shall file with the City of Baraboo a certificate of insurance (Accord Form 25-S or equivalent) signed by the insurer's representative evidencing the coverage required by this Agreement.
- G. The insurance must provide a 30-day notice of cancellation, with notice to be provided to the City of Baraboo.



# Mueller Communications

PUBLIC AFFAIRS • PUBLIC RELATIONS • CORPORATE & CRISIS COMMUNICATIONS

December 12, 2018

Edward A. Geick  
City Administrator  
City of Baraboo  
101 South Blvd.  
Baraboo, WI 53913

*Re: Letter of Agreement*

Dear Edward:

This correspondence serves as the Letter of Agreement between the City of Baraboo and Mueller Communications LLC (Mueller Communications). It outlines the nature and terms of the working relationship between our organizations.

Mueller Communications will provide communications assistance, media relations and issues management counsel.

Fees for these services will be billed on an hourly, "pay-as-you-go" basis. Crisis rates will apply from engagement through December 17, 2018, and standard rates thereafter, according to the enclosed rate schedule. Unless specified otherwise by the client, Mueller Communications strives to have all work performed by the least costly, most qualified person on our staff to deliver the best and most comprehensive results for our clients.

In addition to professional fees, Mueller Communications charges an administrative service & technology fee of five percent (5%) of the monthly professional fees to cover internal expenses incurred on client's behalf. A copy of Mueller Communications' Standard Expense Reimbursement Policy has been enclosed for your review.

Mueller Communications posts invoices, which are payable upon receipt, at the end of each month for services performed that month. Each invoice includes a separate breakdown of out-of-pocket expenses and a monthly summary of activities performed.

Also, please understand and agree that Mueller Communications cannot undertake to verify all the information supplied to us by you and your employees. Therefore, we ask you to agree to indemnify and hold harmless Mueller Communications and its officers and employees from and against any demands, claims, or liability actually incurred or suffered by us directly relating to or arising out of the inaccuracy of the information provided to us by you hereunder and all reasonable cost and expenses incurred by us in connection therewith, including without limitation, reasonable attorneys' fees and cost of litigation.

This indemnification obligation shall not apply to demands, claims or liabilities relating to or arising out of our negligence or misconduct. Likewise, we will indemnify and hold you and your employees harmless from and against any demands, claims and losses or liabilities actually incurred or suffered by you in connection with the services rendered by us, except for demands, claims and losses or liabilities relating to or arising out of your negligence or misconduct. The provisions of this paragraph shall survive the expiration or termination of this Letter of Agreement.

Please sign a copy of this letter of agreement, email or fax it back to me at (414) 390-5515, and keep one for your files. This contract may be terminated at any time with a 30-day advance notice to the affected parties.

Mueller Communications works aggressively to ensure open lines of communication on all aspects of the working relationship with clients. Please feel free to contact me personally if you have any questions or need additional information on any portion of this letter or any other matter. We look forward to working with you.

Sincerely,

---

LORI RICHARDS  
Partner / President  
Mueller Communications LLC

Accepted by:

---

EDWARD A. GEICK  
City Administrator  
City of Baraboo



1749 N. PROSPECT AVENUE  
MILWAUKEE, WI 53202-1931



MUELLERCOMMUNICATIONS.COM



414.390.5500  
FAX 414.390.5515



# Mueller Communications

PUBLIC AFFAIRS • PUBLIC RELATIONS • CORPORATE & CRISIS COMMUNICATIONS

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## STANDARD EXPENSE REIMBURSEMENT POLICY

In order to provide the high quality services our clients have come to expect, Mueller Communications LLC (Mueller Communications) incurs reimbursable expenses on behalf of its clients. We have prepared this policy statement to ensure a full understanding of how these charges are handled and to provide clients with more information on our policy. Our main objective is to develop a relationship with clients based on mutual trust. To further that goal, Mueller Communications expends funds on a client's behalf with exactly the same care and concern we have for personal monies.

Mueller Communications charges an administrative service & technology fee of five percent (5%) of the monthly professional fees to cover internal expenses incurred on client's behalf. Included in this fee is access to our full suite of media database and monitoring services, basic administrative support, in-county travel, routine printing, telecom and technology services.

Any extraordinary expenses will be billed separately. All third-party vendors used are reputable and continually monitored for quality and competitiveness. All charges paid by Mueller Communications on behalf of the client will have 17.65 percent added to cover the cost of the oversight and administration. Typical services provided by third-party vendors include, but are not limited to, costs for design, ad buys, or direct mail / email services, as well as working meals and out-of-county travel.

We encourage clients to discuss any questions or comments they may have concerning this policy with us at any time.



1749 N. PROSPECT AVENUE  
MILWAUKEE, WI 53202-1931



MUELLERCOMMUNICATIONS.COM



414.390.5500  
FAX 414.390.5515



# Mueller Communications

PUBLIC AFFAIRS • PUBLIC RELATIONS • CORPORATE & CRISIS COMMUNICATIONS

## RATE SCHEDULE FOR MUELLER COMMUNICATIONS LLC

Fees for Mueller Communications LLC (Mueller Communications) services are normally billed on a monthly basis. Crisis rates are charged when we are engaged to go to work immediately to address a crisis situation that requires us to take extraordinary measures.

Our hourly rates at Mueller Communications are as follows:

<b><u>Title</u></b>	<b><u>Standard Rate</u></b>	<b><u>Crisis Rate</u></b>
<i>Chairman &amp; CEO</i>	\$325	\$488
<i>Partner</i>	\$225	\$338
<i>Vice President</i>	\$195	\$293
<i>Director</i>	\$185	\$278
<i>Senior Account Executive</i>	\$170	\$255
<i>Account Executive</i>	\$145	\$218
<i>Associate (Level 4)</i>	\$125	\$188
<i>Associate (Level 3)</i>	\$105	\$158
<i>Design Professional (Level 3)</i>	\$105	\$158
<i>Associate (Level 2)</i>	\$85	\$128
<i>Design Professional (Level 2)</i>	\$85	\$128
<i>Associate (Level 1)</i>	\$65	\$98
<i>Design Professional (Level 1)</i>	\$65	\$98
<i>Administrative</i>	\$40	\$60

Mueller Communications periodically adjusts its rate schedule, generally in January of each year.



1749 N. PROSPECT AVENUE  
MILWAUKEE, WI 53202-1931



MUELLERCOMMUNICATIONS.COM



414.390.5500  
FAX 414.390.5515



MUELCOM-01

JWICHMAN

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/13/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
Robertson Ryan - Milwaukee  
330 East Kilbourn Avenue, Suite 650  
Milwaukee, WI 53202

CONTACT  
NAME: \_\_\_\_\_  
PHONE (A/C, No, Ext): (414) 271-3575 FAX (A/C, No): (414) 271-0196  
E-MAIL: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

INSURED  
  
Mueller Communications LLC  
1749 North Prospect Ave.  
Milwaukee, WI 53202

INSURER(S) AFFORDING COVERAGE NAIC #  
INSURER A: WEST BEND MUTUAL INSURANCE COMPANY 15350  
INSURER B: \_\_\_\_\_  
INSURER C: \_\_\_\_\_  
INSURER D: \_\_\_\_\_  
INSURER E: \_\_\_\_\_  
INSURER F: \_\_\_\_\_

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____			A344535	10/15/2018	10/15/2019	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 0 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 6,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			A344535	10/15/2018	10/15/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 0			A344535	10/15/2018	10/15/2019	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	A344541	10/15/2018	10/15/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
The City of Baraboo and its employees, agents and officers are Additional Insured in regards to General Liability regarding work performed by the named Insured.

## CERTIFICATE HOLDER

## CANCELLATION

City of Baraboo  
101 South Blvd  
Baraboo, WI 53913

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**Request for Taxpayer  
Identification Number and Certification**

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Mueller Communications, LLC</b>	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) <b>P</b> <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) <b>P</b>	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) <b>1749 N Prospect Ave</b>	Requester's name and address (optional)
	6 City, state, and ZIP code <b>Milwaukee, WI 53202</b>	
	7 List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-				-	
or								
Employer identification number								
47			-	44	23	19	4	

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person 	Date <b>12-12-2018</b>
-----------	--	------------------------

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China Income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

## What Is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note. ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2. "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.



**Line 2**

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

**Line 3**

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

**Limited Liability Company (LLC).** If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

**Line 4, Exemptions**

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

**Exempt payee code.**

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note.** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

**Line 5**

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

**Line 6**

Enter your city, state, and ZIP code.

**Part I. Taxpayer Identification Number (TIN)**

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS Individual Taxpayer Identification Number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

**Signature requirements.** Complete the certification as indicated in Items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup> The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>2</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor <sup>2</sup>
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

<sup>5</sup> Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-368-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



# Mueller Communications

PUBLIC AFFAIRS • PUBLIC RELATIONS • CORPORATE & CRISIS COMMUNICATIONS

Received  
1-18-19

## The City of Baraboo Summary of Services Provided – December 2018

**Client Team** – Lori Richards, James Madlom, Phil Trewyn

Dear Ed,

We appreciate the opportunity to work with the City of Baraboo to provide communications advice and counsel.

Following our official engagement on December 12, we conducted several phone conferences with you, reviewed news coverage and conducted online research to get up-to-speed with the issue at hand.

We reviewed several videos, and worked with you to develop and implement protocols and key messages. We provided advice and counsel on a media relations approach and assisted with the finalization of a news release.

We advised on talking points for upcoming events as well as national media inquiries throughout the remainder of the month of December.

As the issue continues to unfold, we'll be available to you 24/7 to provide communications services on these matters and others as they arise.

Sincerely,

Lori Richards  
President

#2,073.44  
98.74  
#2,172.18



1749 N. PROSPECT AVENUE  
MILWAUKEE, WI 53202-1931



MUELLERCOMMUNICATIONS.COM



414.390.5500  
FAX 414.390.5515

**Mueller Communications LLC**

1749 N Prospect Ave  
Milwaukee, WI 53202-1931

**INVOICE**

Invoice Date: 01/14/19

Total Amount: \$2,073.44

Number: 558-2019-01

Invoice Period: :

PO Number:

**City of Baraboo**

Edward A. Geick  
City Administrator  
101 South Blvd.  
Baraboo, WI 53913

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**INVOICE SUMMARY**

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<b>Description</b>	<b>Amount</b>
Professional Fees.	\$1,974.70
Reimbursable Expenses.	\$98.74
<b>TOTAL AMOUNT DUE</b>	<b>\$2,073.44</b>



**Mueller Communications LLC**  
1749 N Prospect Ave  
Milwaukee, WI 53202-1931

**INVOICE**

Invoice Date: 01/14/19  
Total Amount: \$2,073.44  
Number: 558-2019-01  
Invoice Period: :  
PO Number:

**City of Baraboo**

Edward A. Geick  
City Administrator  
101 South Blvd.  
Baraboo, WI 53913

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**EXPENSE DETAILS**

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Date	Code	Description	Quant	Amount
12/31/18		Administrative / Technology Fee	--	\$98.74
<b>TOTAL EXPENSES</b>			--	<b>\$98.74</b>

**The City of Baraboo, Wisconsin**

**Background:** An RFP was recently issued for a multi-way stop sign warrant analysis for the intersection of Oak Street and 5<sup>th</sup> Street/Avenue. It was sent to three consulting firms and two Proposals were received – one from MSA and one from KL Engineering.

MSA offer to complete the analysis for a price of \$1,870; KL Engineering offered to complete the analysis for \$4,250.

This matter was reviewed by the Public Safety Committee at their February 4<sup>th</sup> meeting and there was a unanimous recommendation to approve a contract with MSA for this project.

**Fiscal Note:** (☒ one) [☐ Not Required] [☐ Budgeted Expenditure] [☒ Not Budgeted]  
**Comments:**

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

To approve MSA's Proposal for a Four-Way Stop warrant analysis for a Lump Sum Fee of \$1,870.

**Offered by:** Public Safety Committee      **Approved:** \_\_\_\_\_  
**Motion:**  
**Second:**                                      **Attest:** \_\_\_\_\_

RESOLUTION NO. 2018-

Dated: February 12, 2019

**The City of Baraboo, Wisconsin**

**Background:** An RFP was recently issued for asbestos inspection and sampling and lead paint sampling in the buildings at 314 Depot Street. It was sent to three firms and following is a summary of the three Proposals that were received.

MSA	\$1,125
A&A Environmental	\$1,540
Advanced Safety & Health	\$3,245

This matter was reviewed by the Public Safety Committee at their February 4<sup>th</sup> meeting and there was a unanimous recommendation to approve a contract with MSA for this project.

**Fiscal Note:** (✓ one) [ ] Not Required [ ] Budgeted Expenditure [X] Not Budgeted  
**Comments:**

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

To approve MSA's Proposal for asbestos inspection and sampling and lead paint sampling at 314 Depot Street at an estimated cost of \$1,125.

**Offered by:** Public Safety Committee **Approved:** \_\_\_\_\_

**Motion:**

**Second:**

**Attest:** \_\_\_\_\_

The City of Baraboo, Wisconsin

**Background:** The Mayor appointed an Ad-Hoc Zoning Committee last year to review allowable conditional uses in our Zoning Code. That Committee met six times and they have provided a host of recommended changes to conditional uses for your consideration that we reviewed and approved last month. In light of recent legislation pertaining to Short-Term Rental Dwellings, the Ad-Hoc Committee also reviewed our current Short-Term Rental regulations and recommended a revision to the Zoning Code to better comply with the new law.

Since Commission agreed with the Ad-Hoc Zoning Committee's recommendations to revise the Short-Term Rental regulations, the process parallels that of a rezone since it requires an amendment to our Zoning Code.

The Plan Commission completed their review of this matter at their January 15<sup>th</sup>, 2019 meeting and forwarded the matter to the Common Council for further consideration with a favorable recommendation.

**Fiscal Note:** (check one) ☒ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted **Comments:**

An Ordinance amending §17.08 (89L) and adding Section §17.13A to Zoning Code to regulate Short-Term Rentals.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

**17.08 DEFINITIONS.** Unless specifically defined below, words or phrases used in this chapter shall be interpreted so as to give them the same meaning as they have at common law. (1652 09/14/92, 2446 08/23/2016)

(89L) ~~SHORT TERM RENTAL DWELLING (2-16-08/23/2016) Any single family dwelling that is rented to any person on a day-to-day basis or for a period of time of less than 30 consecutive nights. Any advertising of a short term rental dwelling shall be conclusive proof that a dwelling is being used as a short term rental dwelling. Any real property that is used for short-term rental shall no longer be considered a single family dwelling.~~

**Short-Term Rental** means a residential dwelling that is offered for rent for a fee and for fewer than 29 consecutive days, as defined in § 66.0615 (1)(dk), Wis. Stat.

(1) **PURPOSE.** The purpose of this ordinance is to ensure that the quality of short-term rentals operating within the City is adequate for protecting public health, safety and general welfare, including: establishing minimum standards of space for human occupancy and for an adequate level of maintenance; determining the responsibilities of owners, operators and property managers offering these properties for tourists or transient occupants, to protect the character and stability of all areas, especially residential areas, within the City; to provide minimum standards necessary for the health and safety of persons occupying or using buildings, structures or premises; and providing for the administration and enforcement thereof.

(2) **DEFINITIONS.** For the purpose of administering and enforcing this Article,

**17.13A SHORT-TERM RENTALS**



the terms or words used herein shall be interpreted as follows:

**Clerk** means the City Clerk of the City of Baraboo or designee.

**Corporate Entity** means a corporation, partnership, limited liability company, or sole proprietorship licensed to conduct business in this state.

**License** means the Short-Term Rental License issued under this Article.

**Owner** means the owner of a short-term rental.

**Owner occupied** means the Owner resides in the premise a minimum of 210 days per year.

**Person** shall include a corporation, firm, partnership, association, organization and any other group acting as a unit as well as individuals, including a personal representative, receiver or other representative appointed according to law. Whenever the word person is used in any Article of this Article prescribing a penalty or fine, as to partnerships or associations, the word shall include the partners or members hereof, and as to corporations, shall include the officers, agents or members thereof who are responsible for any violation of such Article.

**Property Manager** means any person that is not the Owner that is appointed to act as agent and/or provides property management services to one or more short-term rental.

**State** means the State of Wisconsin Department of Health, or its designee.

### (3) SHORT-TERM RENTAL LICENSE.

(a) All License applications shall be filed with the Clerk on forms provided. Applications must be filed by the Owner. No license shall be issued unless the completed application form is accompanied by payment of the required fee.

(b) Each application shall include the following information and documentation for each short-term rental unit:

- i. Owner's name, address and phone number;
- ii. Property Manager's name, address and phone number, if applicable (see §17.xx(4), below);
- iii. A copy of State of Wisconsin License for a Tourist Rooming House License issued under §254.64, Wis. Stat;
- iv. A copy of a completed State Lodging Establishment Inspection form dated within one (1) year of the date of issuance or renewal;
- v. Proof of insurance (see §17.XX(5)(12), below);
- vi. Floor plan and requested maximum occupancy;
- vii. Site plan including available onsite parking;
- viii. A Room Tax Permit issued pursuant to §3.14, Baraboo Municipal Code;
- ix. A Seller's Permit issued by the Wisconsin Department of Revenue;
- x. An employer identification number issued by the Internal Revenue Service.

(c) Each permit and license shall run during a calendar year. Any application which does not include all

of the information and documentation shall not be considered as complete.

- (d) When satisfied that the application is complete, the Clerk shall forward the application to the appropriate City Departments for review. If the Clerk in consultation with City staff determines that the application meets the requirements of this Article, the Clerk shall approve the application. If the Clerk in consultation with City staff determines that the application does not meet the requirements of this Article, the Clerk shall deny the application.

- (e) No License shall be issued or renewed unless there is filed with the Clerk a completed Fire Inspection Report dated not more than one (1) year before the date of issuance or renewal.

- (f) No License shall be issued or renewed if the applicant or property has outstanding fees, taxes or forfeitures owed to the City, unless arrangements for payment have been approved by the Clerk.

(4) PROPERTY MANAGER.

- (a) A Property Manager is required for any short-term rental that is not owner occupied.
- (b) To qualify as a Property Manager, the Property Manager must meet the following requirements:
  - i. Be a natural person residing in or within twenty-five (25) miles of the City, or a corporate entity with offices located within twenty-five (25) miles of the City.
  - ii. Not have pending any criminal charge or been convicted of a felony or misdemeanor of any offense

involving dishonesty, fraud, deceit, robbery, the use or threatened use of force or violence upon the person of another.

- (c) Each Property Manager shall be authorized by the Owner to act as the agent for the Owner for the receipt of service of notice of violation of this Article's provisions and for service of process pursuant to this Article and shall be authorized by the Owner to allow City employees, officers and their designees, to enter the Owner's property for purposes of inspection and enforcement of this Article and/or the City Municipal Code.

(5) OPERATION OF SHORT-TERM RENTALS.

- (a) No person may maintain, manage, or operate a short-term rental more than six (6) nights in a 365-consecutive day period without a License.

- (b) Every short-term rental shall be operated by an Owner or Property Manager.

- (c) Each short-term rental shall comply with all of the following:

- i. No vehicular traffic shall be generated that is greater than normally expected in the residential neighborhood.
- ii. There shall not be excessive noise, fumes, glare, vibrations generated during the use.
- iii. Name plates or other signage shall not exceed one square foot. No other signage advertising the short-term rental is permitted on site. Off-site advertising in media channels relating to the availability of the rental may take place only after all City,

- County and State permits and licenses have been obtained.
- iv. The number of occupants in any unit shall not exceed the limits set forth in the State of Wisconsin Uniform Dwelling Code and other applicable county and City housing regulations based upon the number of bedrooms in each unit.
  - v. No recreational vehicles (RVs), camper, tent, or other temporary lodging arrangement shall be permitted on site as a means of providing additional accommodations for paying guests or other invitees.
  - vi. Any outdoor event held at the short-term rental shall last no longer than one day, occurring between the hours of 8:00 a.m. and 10:00 p.m. Any activities shall be in compliance with other noise regulations of the City.
  - vii. Compliance with all applicable state, county, and local codes and regulations is required.
  - viii. Annual general building inspection is required prior to issuance or renewal of the license, to be conducted by the Building inspector and Fire Inspector at the sole cost of the Owner.
  - ix. Short-term rental licenses are issued for one year period and must be renewed annually as provided for in this Article.
  - x. Each short-term rental shall carry casualty and liability insurance at all times and issued by an insurance company authorized to do business in this state by the Wisconsin Office of the Commissioner of Insurance,
- with liability limits of not less than \$300,000 per individual and \$1,000,000 aggregate.
- xi. Each short-term rental shall maintain the following written records for each rental of the dwelling unit: the full name and current address of any person renting the property, the time period for that rental, and the monetary amount or consideration paid for that rental.
  - xii. Each license shall be displayed on the inside of the main entrance door of each short-term rental.
- (6) RENEWAL.
- (a) Each application for a renewal License shall include updated information for the documentation on file with the Clerk and payment of the applicable fee. The Clerk shall verify that the information provided on the renewal application is complete and in accordance with the requirements of this Article. The Clerk shall request reports from the Police Department and Zoning Administrator regarding any complaints received, calls for service or actions taken regarding the short-term rental properties.
  - (b) The Clerk shall issue renewal licenses within thirty (30) days of the filing of the application unless the information provided is incomplete or otherwise not in compliance with the requirements of this Article and/or the reports from the Police Department and the Zoning Administrator indicate that there are complaints or actions involving the property that substantially relate to the use of the property as a short term rental. If the Clerk finds that the license or permit should not be

renewed, the Clerk shall deny the renewal.

- (c) No License shall be renewed if the applicant or property has outstanding fees, taxes or forfeitures owed to the City, or is under an order issued by the Building Inspector, Fire Inspector, Zoning Administrator or Police Department to bring the premises into compliance with City ordinances, unless arrangements for payment have been approved by the Finance Director.

(7) STANDARDS FOR SHORT-TERM RENTALS. Each short-term rental shall comply with this Article's requirements or any other applicable City ordinance. Each short-term rental shall comply with the following minimum requirements:

- (a) One (1) internal full bathroom for every four (4) occupants;
- (b) Not less one hundred fifty (150) square feet of floor space for the first occupant thereof and at least an additional one hundred (100) square feet of floor space for every additional occupant thereof; the floor space shall be calculated on the basis of total habitable room area. Floor space is determined using interior measurements of each room. Floor space does not include kitchens, bathrooms, closets, garages, or rooms not meeting Uniform Dwelling Code requirements for occupancy. The maximum occupancy for any premises without a separate enclosed bedroom is two (2) people;
- (c) Not less than one (1) onsite off-street parking spaces for every four (4) occupants based upon maximum occupancy;
- (d) At least two safe, unobstructed means of egress from the short-term

rental leading to safe, open space at ground level;

- (e) Shall have functional smoke detectors and carbon monoxide detectors in accordance with the requirements of Chapter SPS 321 of the Wisconsin Administrative Code;
- (f) Shall not have an accessible wood burning fireplace unless the property owner provides a certificate from a properly licensed inspector, dated not more than thirty (30) days prior to submission, certifying that the fireplace and chimney have been inspected and are in compliance with National Fire Prevention Association Fire Code Chapter 211 Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances;
- (g) Shall not have a hibachi, gas-fired grill, charcoal grill, or other similar devices used for cooking or any other purpose on any balcony, deck or under any overhanging structure or within ten (10) feet of any structure;
- (h) Shall not have a fire pit or other similar device used for heating or any other purpose on any balcony, deck or under any overhanging structure or within fifteen (15) feet of any structure.

(8) APPEAL AND LICENSE REVOCATION

- (a) The denial of a License application or renewal under this Article may be appealed by filing a written appeal request with the Clerk within ten (10) calendar days of the City's notice of denial. The appeal shall be governed by Chapter 6 of the Baraboo Municipal Code.



- (b) A License may be revoked by the Clerk for one or more of the following reasons:
- i. Failure of the Owner to make timely payment on taxes or debt owed to the City;
  - ii. Failure of the Owner to make timely payment of the room tax;
  - iii. Determination by the Chief of Police that the property is a Chronic Nuisance Premises, as defined by §10.05A, Baraboo Municipal Code.
  - iv. Failure to maintain all required local, county, and state licensing requirements;
  - v. Failure to use the property as a short-term rental within twelve (12) months of obtaining the License;
  - vi. Any violation of local, county, or state laws that substantially harm or adversely impact the predominantly residential uses and nature of the surrounding neighborhood.

(9) PENALTIES

- (a) Any person who violates any provision of this Article shall be subject to a penalty as provided in §25.04, Baraboo Municipal Code.

- (b) Penalties set forth in this Article shall be in addition to all other remedies of injunction, abatement or costs whether existing under this Article or otherwise

- (10) FEES. Initial and renewal Short-Term Rental application fee shall be \$200.00. This fee is nonrefundable and due upon application or renewal submission to the Clerk.

- (11) SEVERABILITY. If any provision of this Article and its ordinances is held invalid or unconstitutional by any court of competent jurisdiction, such a decision shall not affect the validity of any other provision of this Article or its ordinances. It is hereby declared to be the intention of the City of Baraboo that all provisions of this Article and its ordinances therein are separable.

This Ordinance shall take effect upon passage and publication as provided by law.

Mayor's Approval: \_\_\_\_\_

Clerk's Certification: \_\_\_\_\_

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the \_\_\_\_\_ day of February, 2019 and is recorded on page \_\_\_\_ of volume \_\_\_\_.

City Clerk: \_\_\_\_\_

The City of Baraboo, Wisconsin

**Background:** Recently a couple of people inquired about opening a dog grooming business in Baraboo. There are no such businesses currently operating in the City. In reviewing the Zoning Code, Chapter 17 of the General Code of Ordinances, "pet grooming" is expressly prohibited as either a Home Occupation or Professional Home Office but does not appear as an allowable use (either as permitted or conditional) in any zoning district. The list of prohibited uses under the respective definitions for Home Occupation and Professional Home Office groups "pet grooming" with veterinary clinics, animal hospitals, and boarding. These uses, excluding pet grooming, are all listed as either permitted uses or conditional uses in at least one zoning district.

At the January 15, 2019, Plan Commission meeting the Plan Commission unanimously recommended adding a definition for Pet Grooming to Chapter 17, the Zoning Code of the City of Baraboo General Code of Ordinances, and to allow Pet Grooming in areas of the City that are zoned B-1, Central Business District, B-2, Neighborhood Business District, B-3, Highway-Oriented Business District and I-4, Planned Industrial/Business District.

**Fiscal Note: (check one)** ☒ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted **Comments:**

An Ordinance amending Chapter 17 Zoning Code of the City of Baraboo General Code of Ordinances to add a definition of "Pet Grooming" under §17.08(78B) and to make Pet Grooming a principal permitted use in the B-1 Central Business District, B-2 Neighborhood Business District, B-3 Highway-Oriented Business District, and I-4 Planned Industrial/Business District.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. The creation of a definition for "Pet Grooming" under §17.08(78B), City of Baraboo Code of Ordinances, to read:

PET GROOMING means an establishment kept for the purpose of providing nonmedical services such as bathing, trimming, shaving, or styling for dogs and/or cats for the purpose of cleanliness or the maintenance of the dog and/or cat's coat or claws and where all such services, in addition to the temporary kenneling of the dogs and/or cats both prior to and after receiving the services, occurs indoors.

2. The addition of Pet Grooming as a permitted use under §§17.27, 17.28, 17.29 and 17.32A of the City of Baraboo Code of Ordinances:

**17.27 B-1 CENTRAL BUSINESS DISTRICT.**

...

(2) PRINCIPAL PERMITTED USES

...

(bl) Pet Grooming

**17.28 B-2 NEIGHBORHOOD BUSINESS DISTRICT.**

...

(2) PRINCIPAL PERMITTED USES

...

(am) Pet Grooming

**17.29 B-3 HIGHWAY-ORIENTED BUSINESS DISTRICT.**

...  
(2) PRINCIPAL PERMITTED USES

...  
(ch) Pet Grooming

**17.32A I-4 PLANNED INDUSTRIAL/BUSINESS DISTRICT.**

...  
(2) PRINCIPAL PERMITTED USES

...  
(d) Highway Oriented Business uses:  
...  
86. Pet grooming.

This Ordinance shall take effect upon passage and publication as provided by law.

Mayor's Approval: \_\_\_\_\_

Clerk's Certification: \_\_\_\_\_

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the \_\_\_\_\_ day of February, 2019 and is recorded on page \_\_\_\_ of volume \_\_\_\_.

City Clerk: \_\_\_\_\_

The City of Baraboo, Wisconsin

**Background:** Residents of the City of Baraboo are allowed to raise up to six chickens at a time in certain areas of the City, contingent upon them receiving a permit from the City Clerk. Some confusion has arisen regarding how long the permits are valid, the ways in which a permit can be revoked, and the basis on which a permit can be issued. As such, some minor changes are being suggested to make the ordinance simpler and easier to follow. These changes should result in time saved by both residents who wish to keep chickens as well as City staff.

The proposed changes to the ordinance were reviewed by the Administrative Committee on February 4, 2019, and the Committee unanimously recommended that the Council accept the changes as proposed.

**Fiscal Note: (check one) ☒ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted**  
**Comments:**

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. Section 9.10(3)(b) of the City of Baraboo Municipal Code is amended as follows:

Clean Version Of Ordinance, Edits To Current Ordinance Accepted:

Chickens. Chickens may be raised in the R-1, R-1A, R-2, R-3, and MH-S Residential Zoning Districts provided the following conditions are met: (2458 08/27/17)

1. Permit Required. The keeping of chickens shall require a permit issued by the City Clerk.
  - a. Application and Review. Upon receipt of a completed permit application, other than a renewal application pursuant to Subs. (1)(c), below, the City Clerk shall notify by regular mail all property owners contiguous with the parcel proposed for the chicken coop. These property owners shall have 10 business days from the date of the letter to file with the City Clerk a written objection, signed by the objector, to the permit being issued.
    - i. If an objection is received, the City Clerk shall place the permit application on the next regularly scheduled Administrative Committee meeting agenda, and at the meeting the objection will either be read into the record or the objector will have an opportunity to be heard on the objection. The Administrative Committee shall approve the application so long as the following are satisfied:
      1. The basis for the objection is not reasonable, is not relevant to the facts presented, and/or the benefit to the applicant outweighs the reasons for the objection made by the objector.
      2. The applicant does not have a history of non-compliance with this ordinance, or, if there is a history of non-compliance, the applicant has provided sufficient proof that such non-compliance will not continue.
      3. The coop and run have been inspected by the City Humane Officer or designee to ensure that they are adequate and in compliance with the requirements this ordinance.
      4. The applicant has no prior convictions for animal cruelty or related offenses.



5. The applicant is not delinquent in the payment of any taxes, assessments or other claims owed to the City, including a forfeiture resulting from a violation of any ordinance of the City.
- ii. If an objection is not received, the Chief of Police or designee shall approve the City Clerk's issuance of the permit so long as the following are satisfied:
  1. The applicant does not have a history of non-compliance with this ordinance or, if there is a history of non-compliance, the applicant has provided sufficient proof that such non-compliance will not continue.
  2. The coop and run have been inspected by the City Humane Officer or designee to ensure that they are adequate and in accordance with the requirements of this ordinance.
  3. The applicant has no prior convictions for animal cruelty or similar offenses.
  4. The applicant is not delinquent in the payment of any taxes, assessments or other claims owed to the City, including a forfeiture resulting from a violation of any Ordinance of the City.
- b. Expiration. All permits shall expire on June 30 of every odd numbered year.
- c. Renewal. Current permit holders may apply for a renewal license at any time, but no sooner than three months prior to the permit expiration date and no later than five days prior to the expiration date. Prior to the issuance of a renewal permit, the City Humane Officer or designee shall inspect the coop and run to ensure continued compliance with this code; failure to be in compliance with this code at the time of inspection shall result in the renewal license not being issued and the permit holder needing to apply for a new license pursuant to Subs. (1)(a), above.
- d. Revocation. In the event that a permit holder accumulates three violations of this section within any 12-month period, or five violations within any 36-month period, or if the permit holder is convicted of an offense under Ch. 951, Wis. Stats., or any comparable statute in another jurisdiction, the permit shall be revoked 10 business days after the service of a Notice of Revocation on the permit holder by the City Clerk. Notice of Revocation is deemed served upon the day of mailing if sent by certified mail to the permit holder at the address as listed upon the application for the permit. If, during those 10 business days the permit holder files a request for an appeal with the City Clerk, the revocation will be stayed pending the outcome of the appeal. The Administrative Committee shall hear the appeal at their next regularly scheduled meeting and make a determination on the revocation based on whether there are validated complaint(s) investigated by the Baraboo Police Department.
- e. Denials and Non-Renewals. The denial, non-renewal or revocation of a permit shall not preclude an applicant from applying for a permit at any time in the future.
- f. Non-Transferrable. Permits are non-transferrable from person to person or place to place. In the event a permit holder moves, the permit holder must notify the City Clerk within 10 calendar days of said move and the permit shall then be voided by the City Clerk.
- g. Fees. The application fee for a permit shall be \$25.00, except the application fee for a renewal permit pursuant to Subs. (1)(c), above, shall be \$10.00. All fees are non-refundable, cannot be non-prorated, and are due in full prior to the processing of the application by the City Clerk.
2. Parcel, Coop and Run Requirements.
  - a. Chicken coops and runs shall not be located closer than 10 feet to any lot line and may not be located closer to a neighboring residence than to the residence located upon the coop's parcel.
  - b. The lot upon which the chickens are raised shall have a minimum width of fifty feet, and contain only a single-family dwelling. In addition, all contiguous properties to the

lot upon which the chickens are raised shall contain only a single-family or two-family dwelling.

- c. A zero lot line duplex is not qualified to have chickens.
  - d. The chickens shall be provided with a covered coop with not less than two nor more than four square feet of area per chicken.
  - e. The coop shall be constructed of sturdy, predator-proof material and shall provide adequate shade from the sun and warmth in cold weather. The floor of the coop shall be covered with wood or cedar chips and be regularly cleaned and otherwise maintained.
  - f. The coop may be built as part of a yard shed or garage, but cannot be placed on top of a building.
  - g. Chickens shall be provided with a run attached to or surrounding the coop. The run shall be made of strong, predator-proof wire fencing. To prevent chickens from flying out of the run, fencing shall be of sufficient height, be covered, or the chickens shall have their wings clipped.
  - h. Chickens shall be kept in the covered coop or in the fenced run at all times.
3. Miscellaneous Provisions.
- a. Chickens shall not be allowed inside of a residence.
  - b. Chickens may only be raised on the property of the owner, or if a tenant, with the written consent of the owner.
  - c. Roosters and crowing cockerels shall not be kept.
  - d. The slaughtering of chickens in the Residential Zoning Districts is prohibited.
  - e. The standards and requirements of §12.13(16) & (17)(b) of the Baraboo Municipal Code shall fully apply to the keeping of chickens.

Redlined Version, Showing Edits To Current Ordinance:

Chickens. Chickens may be raised in the R-1, R-1A, R-2, R-3, and MH-S Residential Zoning Districts provided the following conditions are met: (2458 08/27/17)

4. Permit Required. The keeping of chickens shall require a permit issued by the City Clerk.
- a. Application and Review. Upon receipt of a completed permit application, other than a renewal application pursuant to Subs. (1)(c), below, the City Clerk shall notify by regular mail all property owners contiguous with the parcel proposed for the chicken coop. These property owners shall have 10 business days from the date of the letter to file with the City Clerk a written objection, signed by the objector, to the permit being issued.
    - i. If an objection is received, the City Clerk shall place the permit application on the next regularly scheduled Administrative Committee meeting agenda, and at the meeting the objection will either be read into the record or the objector will have an opportunity to be heard on the objection. The Administrative Committee shall approve the application so long as the following are satisfied:
      - 1. The basis for the objection is not reasonable, is not relevant to the facts presented, and/or the benefit to the applicant outweighs the reasons for the objection made by the objector.
      - 2. The applicant does not have a history of non-compliance with this ordinance, or, if there is a history of non-compliance, the applicant has provided sufficient proof that such non-compliance will not continue.
      - 3. The coop and run have been inspected by the City Humane Officer or designee to ensure that they are adequate and in compliance with the requirements this ordinance.
      - 4. The applicant has no prior convictions for animal cruelty or related offenses.

5. The applicant is not delinquent in the payment of any taxes, assessments or other claims owed to the City, including a forfeiture resulting from a violation of any ordinance of the City.
  - ii. If an objection is not received, the Chief of Police or designee shall approve the City Clerk's issuance of the permit so long as the following are satisfied:
    1. The applicant does not have a history of non-compliance with this ordinance or, if there is a history of non-compliance, the applicant has provided sufficient proof that such non-compliance will not continue.
    2. The coop and run have been inspected by the City Humane Officer or designee to ensure that they are adequate and in accordance with the requirements of this ordinance.
    3. The applicant has no prior convictions for animal cruelty or similar offenses.
    4. The applicant is not delinquent in the payment of any taxes, assessments or other claims owed to the City, including a forfeiture resulting from a violation of any Ordinance of the City.
  - b. Expiration. All permits shall expire on June 30 of every odd numbered year.
  - c. Renewal. Current permit holders may apply for a renewal license at any time, but no sooner than three months prior to the permit expiration date and no later than five days prior to the expiration date. Prior to the issuance of a renewal permit, the City Humane Officer or designee shall inspect the coop and run to ensure continued compliance with this code; failure to be in compliance with this code at the time of inspection shall result in the renewal license not being issued and the permit holder needing to apply for a new license pursuant to Subs. (1)(a), above.
  - d. Revocation. In the event that a permit holder accumulates three violations of this section within any 12-month period, or five violations within any 36-month period, or if the permit holder is convicted of an offense under Ch. 951, Wis. Stats., or any comparable statute in another jurisdiction, the permit shall be revoked 10 business days after the service of a Notice of Revocation on the permit holder by the City Clerk. Notice of Revocation is deemed served upon the day of mailing if sent by certified mail to the permit holder at the address as listed upon the application for the permit. If, during those 10 business days the permit holder files a request for an appeal with the City Clerk, the revocation will be stayed pending the outcome of the appeal. The Administrative Committee shall hear the appeal at their next regularly scheduled meeting and make a determination on the revocation based on whether there are validated complaints investigated by the Baraboo Police Department.
  - e. Denials and Non-Renewals. The denial, non-renewal or revocation of a permit shall not preclude an applicant from applying for a permit at any time in the future.
  - f. Non-Transferrable. Permits are non-transferrable from person to person or place to place. In the event a permit holder moves, the permit holder must notify the City Clerk within 10 calendar days of said move and the permit shall then be voided by the City Clerk.
  - g. Fees. The application fee for a permit shall be \$25.00, except the application fee for a renewal permit pursuant to Subs. (1)(c), above, shall be \$10.00. All fees are non-refundable, cannot be non-prorated, and due in full prior to the processing of the application by the City Clerk.
5. Parcel, Coop and Run Requirements.
  - a. Chicken coops and runs shall not be located closer than ten feet to any lot line, and may not be located closer to a neighboring residence than to the residence located upon the coop's parcel.
  - f. The lot upon which the chickens are raised shall have a minimum width of fifty feet, and contain only a single-family dwelling. In addition, all contiguous properties to the



lot upon which the chickens are raised shall contain only a single-family or two-family dwelling. A zero lot line duplex is not qualified to have chickens.

~~g. The chickens are raised on the property of the owner, or if a tenant, with the written consent of the owner.~~

~~h. Roosters and crowing cockerels shall not be kept.~~

~~i. No more than six chickens may be maintained on any parcel.~~

j. The chickens shall be provided with a covered coop with not less than two nor more than four square feet of area per chicken. The coop shall be constructed of sturdy, predator-proof material and shall provide adequate shade from the sun and warmth in cold weather. The floor of the coop shall be covered with wood or cedar chips and be regularly cleaned and otherwise maintained. The coop may be built as part of a yard shed or garage, but cannot be placed on top of a building.

k. Chickens shall be provided with a run attached to or surrounding the coop. The run shall be made of strong, predator-proof wire fencing. To prevent chickens from flying out of the run, fencing shall be of sufficient height, be covered, or the chickens shall have their wings clipped.

~~l. Chickens shall not be allowed inside of a residence.~~

m.b. Chickens shall be kept in the covered coop or in the fenced run at all times.

## 6. Miscellaneous Provisions.

a. Chickens shall not be allowed inside of a residence.

b. Chickens may only be raised on the property of the owner, or if a tenant, with the written consent of the owner.

c. Roosters and crowing cockerels shall not be kept.

n.d. The slaughtering of chickens in the Residential Zoning Districts is prohibited.

~~o.~~

~~p. Chicken coops and runs shall not be located closer than ten feet to any lot line, and may not be located closer to a neighboring residence than to the residence located upon the same parcel.~~

~~q.e.~~

~~r.f. The keeping of chickens shall require a permit issued by the City. No permit shall be issued unless and until the coop and run have been inspected to ensure that they are adequate and in accordance with the requirements of this ordinance. The Administrative Committee shall review applications for chicken permits. Not less than 10 days notice of an application review shall be provided to all property owners contiguous with the parcel proposed for a chicken coop, or contiguous to those property owners. No application shall be approved if 50% or more of the property owners notified object to the granting of the permit. Such objections shall either be in writing and signed by the property owner, or be made by personal appearance at the Administration Committee meeting. All requirements of this ordinance for the keeping of chickens shall be complied with, both at the time of the initial granting of a permit, as well as at all subsequent renewals of any permit.~~

~~s.g.~~

t. The standards and requirements of §12.13(16) & (17)(b), Ordinance Baraboo Municipal Code, shall fully apply to the keeping of chickens.

~~u.~~

~~v. Revocation of Permit. In the event that a permit holder accumulates three violations of this section within any 12-month period, or five violations within any 36-month period, the permit shall be revoked. A person whose permit is revoked shall have the right to a hearing on the revocation before the City Administrator, if such hearing is requested in writing within 10 days of service of the Notice of Revocation. A Notice of Revocation is deemed served upon the day of mailing if sent by certified mail to the applicant of the permit at the address as listed upon the application for the chicken permit.~~

w. —

x. ~~Enforcement.~~ The provisions ~~of this section~~ shall be enforced by the City and Sauk County Humane Officers or City Police Officer.

y. —

z. ~~Penalties.~~ Any person violating any provisions of this section shall be subject to a penalty as provided in §25.04, Ordinances.

aa. —

bb. ~~The Fee Schedule shows the application fee for an initial permit for chickens as allowed by §9.10(3)(b), Ordinances, to be \$25.00. The annual renewal fee for a previously issued chicken permit is \$10.00.~~

cc.h. \_\_\_\_\_

This Ordinance shall take effect upon passage and publication as provided by law.

Mayor's Approval: \_\_\_\_\_  
Clerk's Certification: \_\_\_\_\_

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and is recorded on page \_\_\_\_\_ of volume \_\_\_\_\_.

City Clerk:

\_\_\_\_\_

**REPORT OF BUILDING INSPECTION**  
**Construction, Plumbing, Electrical, HVAC, Commercial**  
**JANUARY**

PERMIT TYPE	2018						2019					
	ISSUED	YTD	EST COST	YTD	FEES	YTD	ISSUED	YTD	EST COST	YTD	FEES	YTD
Commercial, New	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Commercial Addition	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Commercial, Alterations	4	4	\$88,240.00	\$88,240.00	\$1,051.05	\$1,051.05	1	1	\$70,000.00	\$70,000.00	\$235.00	\$235.00
Commercial, Razing	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Residential , New SF	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Residential, New Duplex	2	2	\$500,000.00	\$5,000.00	\$2,018.24	\$2,018.24	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Residential, Additions	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Residential Remodel	2	2	\$15,000.00	\$15,000.00	\$290.56	\$290.56	4	4	\$34,658.00	\$34,658.00	\$360.00	\$360.00
Residential, Razing	1	1	\$0.00	\$0.00	\$30.00	\$30.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Accessory Building Razing							0	0	\$0.00	\$0.00	\$0.00	\$0.00
Roofing/Siding/Windows	1	1	\$24,000.00	\$24,000.00	\$207.00	\$20.00	2	2	\$11,000.00	\$11,000.00	\$78.00	\$78.00
Garage/Sheds/Deck/Fence	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Multi-Family Units	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Plumbing Only	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Electrical Only	3	3	\$17,300.00	\$17,300.00	\$240.00	\$240.00	5	5	\$18,640.00	\$18,640.00	\$420.00	\$420.00
HVAC Only	1	1	\$3,802.00	\$3,802.00	\$60.00	\$60.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Sign Permits	1	1	\$1,000.00	\$1,000.00	\$90.00	\$90.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Misc. Permits	1	1	\$0.00	\$0.00	\$60.00	\$60.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>16</b>	<b>16</b>	<b>\$649,342.00</b>	<b>\$154,342.00</b>	<b>\$4,046.85</b>	<b>\$3,859.85</b>	<b>12</b>	<b>12</b>	<b>\$134,298.00</b>	<b>\$134,298.00</b>	<b>\$1,093.00</b>	<b>\$1,093.00</b>

**Members Present:** Petty, Thurow, Sloan

**Absent:** none

**Others Present:** Mayor Palm, E. Geick, E. Truman, T. Pinion, Chief Schauf, B. Zeman, M. Hardy, C. Haggard, P. Cannon (by phone)

**Call to Order** –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Thurow, seconded by Sloan to approve the minutes of January 8, 2019. Ald. Petty asked that the agenda be amended to move the Community Development Block Grant item to “a”. Moved by Sloan, seconded by Thurow to adopt the agenda as amended and carried unanimously. Motion carried unanimously.

### **Action Items**

- a) **Community Development Block Grant (CDBG) funding, the CLOSE program and future grant funding under the CDBG program** – P. Canon noted that the Close Program has been approved. This program will allow the City to pay the State for the CDBG loan receivables and then apply for a grant to get this money back. The Lake Street project will qualify for this grant. The money for the Lake Street project is currently sitting as cash and can be used to pay off the loans. Moved by Sloan, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.
- b) **Accounts Payable** – Moved by Sloan seconded by Thurow to recommend to Council approval of the accounts payable for **\$980,693.28**. Motion carried unanimously.
- c) **Contract with MSA Professional Services to provide a Swimming Pool Needs Assessment Study, \$17,900** – M. Hardy explained that the budget includes \$20,000 for this Pool Assessment. In addition to the facilities study, it also is a programming study. They will advise us on what the community is looking for as far as programs offered within the pool. Moved by Sloan, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.
- d) **Agreement with Mueller Communications, LLC** – Adm. Geick explained that during the crisis with the School District and the picture, Adm. Geick along with the Mayor felt that the City needed outside help to deal with some of the issues and to assist in putting together some of the wording on press releases and other things. This is an unbudgeted expense with an estimated total cost of \$2,200. At this time, Adm. Geick is not expecting any additional expenses. Moved by Sloan, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.

### **Informational Items**

- a) City Attorney’s report on insurance claims – None.

**Adjournment** – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:33pm.  
Brenda Zeman, City Clerk

Present: Alderpersons John Alt, John Ellington and Michael Zolper

Absent: -

Also Present: Mayor, Mike Palm; City Administrator, Edward Geick; Police Chief, Mark Schauf, Emily Truman, City Attorney, Finance Director, Cynthia Haggard and City Clerk, Brenda Zeman

The meeting was called to order by Chairman John Alt at 12:00PM CST., with roll call and noting compliance with the Open Meetings Law.

Moved by Ellington to approve the minutes of December 10, 2018, seconded by Alt and unanimously carried.

Motion by Ellington to approve agenda, seconded by Alt and unanimously carried.

Review and recommendation to City Council to change the City Code to allow for the consumption of wine in certain parks, in addition to already permitted fermented malt beverages.

Truman began by stating the Parks and Recreation Commission reviewed and overhauled City Chapter 19, Park's Rules and Regulations. There were discrepancies as to what was allowed in the Code compared to other sections of the Code regarding drinking alcohol in parks. The Park's Commission is recommending to Council to allow the consumption of fermented malt beverages along with wine in most, but not all, City parks.

To make things consistent, there are other changes in sections of the Code. Truman emphasized that it was very important if one change is being made in the Code, if there are other corresponding things elsewhere in the Code, they are done at the same time.

Chief Schauf commented that prior to the recommended change, a person could walk on the River Walk with an open beer. He emphasized this allowance wasn't the intent of the River Walk. The bigger change in the Code is allowing a person sitting in the park to have a beer and wine. Before, it was just a beer.

Ellington questioned whether or not a person could have a drink on one of the benches on the River Walk. Chief Schauf responded that with the passage of the change in the Code, the benches will be one of the prohibited areas.

Motion to recommend the Council to consider changing the City Code to allow for wine in certain parks, in addition to already permitted fermented malt beverages by Ellington, seconded by Zolper and unanimously carried.

Review and recommendation to the Common Council to approve the proposed amendments to §9.10(3)(b), Baraboo Municipal Code, pertaining to raising chickens in the City of Baraboo.

Truman explained that the changes to the code are clarifications to the length of time for the permits. As it stands, citizenry could make an argument that the permit is one year, or two years. Truman confirmed with Chief Schauf and Clerk Zeman that the two-year license is fine.

Another change to the Code is that all initial applications will be reviewed by Chief Schauf unless one of the neighbors notified as the result of the application process has a concern. In that case, the application will still come to the Commission to make a decision.

Language related to revocation has changed. If an offense is egregious it's a violation of Chapter 9.51, which is the animal cruelty State Statute. The permit can be automatically revoked pending an appeal. The appeal will be to the Administrative Committee.

Motion to recommend the Council to consider changing the City Code to approve the proposed amendment to §9.10(3)(b), Baraboo Municipal Code, pertaining to raising chickens in the City of Baraboo by Zolper, seconded by Ellington and unanimously carried.

Member comments

The next meeting will be March 4, 2018 at 12:00PM CST. Meeting location will be 101 South Boulevard. Moved by Ellington to adjourn, seconded by Zolper and unanimously carried. Meeting adjourned at 12:18PM CST.

Respectfully submitted,  
Cynthia Haggard, Finance Director